

Crawley Borough Council

Overview and Scrutiny Commission

Agenda for the **Overview and Scrutiny Commission** which will be held in **Ashurst Main Hall - The Charis Centre**, on **Monday, 27 September 2021** at **7.00 pm**

Nightline Telephone No. 07881 500 227

A handwritten signature in black ink, appearing to read "A. Smith".

Chief Executive

Membership:
Councillors

T G Belben (Chair), K Khan (Vice-Chair), M L Ayling, R G Burgess,
R A Lanzer, S Mullins, A Nawaz, A Pendlington, S Piggott and
B A Smith

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The order of business may change at the Chair's discretion

Part A Business (Open to the Public)

	Pages
1. Apologies for Absence	
2. Disclosures of Interest and Whipping Declarations	
In accordance with the Council's Code of Conduct, councillors are reminded that it is a requirement to declare interests where appropriate.	
Councillors must also declare if they are subject to their party group whip in relation to any items under consideration.	
3. Minutes	5 - 12
To approve as a correct record the minutes of the Overview and Scrutiny Commission held on 6 September 2021.	
4. Public Question Time	
To answer any questions from the public which are relevant to the items on this agenda. The period will end after 15 minutes or at the Chair's discretion.	
5. Community Grants Procedure & Outcomes Framework	13 - 24
To consider report HCS/29 of the Head of Community Services.	
6. Cabinet Member Discussion with the Cabinet Member for Public Protection and Community Engagement	25 - 26
Councillor Jones has been invited to attend the Commission for a general discussion on the Public Protection and Community Engagement Portfolio and their duties. A copy of the Cabinet Member's responsibilities, as set out in the Council's Constitution is attached.	
7. Health and Adult Social Care Scrutiny Committee (HASC)	
To receive a brief update on the Health and Adult Social Care Scrutiny Committee (HASC).	
8. Forthcoming Decision List - and Provisional List of Reports for the Commission's following Meetings	
To consider any requests for future items . Those highlighted items have been referred to the Commission.	

Cabinet 24 Nov 2021

OSC 22 Nov 2021

Report Title	PFD
Budget Strategy 2022/23 – 2026/27	Yes
Treasury Management Mid-Year Review 2021-202	Yes
2021/2022 Budget Monitoring - Quarter 2	
Crawley Economic Recovery Plan	
Town Centre Regeneration Programme v3	
Crawley Fusion Innovation Centre Scheme – PART B	

Cabinet 12 Jan 2022 = Provisional

OSC 10 Jan 2022

Cabinet 2 Feb 2022

OSC 31 Jan 2022

Report Title	PFD
2022/2023 Budget and Council Tax	Yes
Treasury Management Strategy 2022-2023	Yes
Irrecoverable Debts 2021/22 (Over £50,000)	

Cabinet 16 March 2022

OSC 14 March 2022

9. Supplemental Agenda

Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.

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Crawley Borough Council

Minutes of Overview and Scrutiny Commission

Monday, 6 September 2021 at 7.00 pm

Councillors Present:

K Khan (Vice-Chair in the Chair)

M L Ayling, R G Burgess, R A Lanzer, S Mullins, A Pendlington and S Piggott

Also in Attendance:

Councillor R D Burrett, I T Irvine, P K Lamb, C J Mullins, M Morris and M Mwagale

Officers Present:

Ian Duke	Deputy Chief Executive
Heather Girling	Democratic Services Officer
Nikki Hargrave	Housing Options Manager (Strategic Housing)
Karen Rham	Neighbourhood Services Manager
Kate Wilson	Head of Community Services
Paul Windust	Chief Accountant

Apologies for Absence:

Councillor T G Belben, A Nawaz and B A Smith

1. Disclosures of Interest and Whipping Declarations

No disclosures or whipping of interests were made.

2. Minutes

The minutes of the meeting of the Commission held on 28 June 2021 were approved as a correct record and signed by the Vice Chair.

3. Public Question Time

No questions from the public were asked.

4. Petition – 'Keep your dog on a lead in Tilgate Park'.

The Commission considered joint report [HCS/30](#) of the Head of Community Services and Petitions Officer.

The report responded to the petition submitted from residents titled 'Keep your dog on a lead in Tilgate Park'. The petition documented the concerns and wished the council

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to increase signage and warden patrol around Tilgate lake to ensure dogs were kept on leads while walking around the lake and to implement the enforcement of rules when this was not adhered to:

"We the undersigned petition the council to Increase signage and warden patrol around Tilgate lake to ensure dogs are kept on leads while walking around the lake. To implement enforcement of rules are not adhered too. My dog was attacked while walking around the lake by a dog that was not kept on its lead. The rules are clear on the website, however there isn't sufficient signage and enforcement of rules for dog owners not adhering to the rules. Therefore increased presence of signage, policing and enforcement is required"

Members were informed of the key areas for consideration and recommendation within report [HCS/30](#). The report outlined the research that had been undertaken following receipt of the petition. Members considered this and the additional information.

During the discussion with the Cabinet Member for Wellbeing, the Head of Community Services and Neighbourhood Services Manager, Members made the following comments:

- It was acknowledged that the petition referred to Tilgate Park only, however it was hoped Tilgate Park could be a trial for other parks as it was not a problem confined just to one particular area within the town, as the recent dog on dog attacks in Worth Park (which unfortunately resulted in a death of a dog) and that along Worth Way were also mentioned.
- It was felt it was the responsibility of dog owners to keep their dog on a lead and to ensure it was kept under control. Acknowledgement that dogs react differently in various environments and being on a lead would be one option to assist this.
- Dogs were not allowed in the walled garden, nature centre or children's play area within Tilgate Park. The walled garden and nature centre were routinely staffed making this easier to manage and in general it was felt that the public largely complied with and respected the need to keep dogs out of the play area.
- Disappointment was expressed that the current signage within Tilgate Park had not been successful and the vandalism of signs unacceptable.
- There was acknowledgement that the enforcement options detailed in the report included by-laws, PSPOs and CPNs when officers and the police would have to actually witness the infringement and obtain sufficient evidence. These enforcement options differed to the current Community Warden patrols, which provided a visible presence challenging and encouraging owners of dogs off leads. It was noted that the park covered a huge area and it was felt by some that patrols should take place around the entire park, not just the lake.
- Recognition that as part of a communication plan there could be opportunities to focus on more than one issue. Community Wardens have a variety of work and respond geographically to multiple ASB issues including Tilgate Park. There was a good communications plan for Tilgate Park but this could be strengthened with the dogs on leads issue and it was hoped to work with a 'Friends of' group to develop the message.
- An update was provided on the 'Hound Ground' in that further work was ongoing but it was anticipated it would reopen in the future.
- It was felt the number of attacks was under reported and the public should be encouraged to report incidents.
- Recognition that the actions needed to be robust and the penalty of keeping a dog on a lead paled into insignificance when compared to a dog attack and injury inflicted. The majority of Commission members voiced a preference for option 2 within the report, expressing support for the Community Warden Patrol enforcement around the park. Whilst enforcement options were discussed at length, it was thought that option 3 may be heavily resource intensive without

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resulting in behavioural change and minimum reward in comparison. It was hoped that option 2 may in time be rolled out to other parks. Should the Cabinet support option 2, it was suggested that a review takes place in 6-9 months' time following the implementation to assess its operation.

RESOLVED

That the Commission notes the petition, background report and requests that the views expressed during the debate, are fed back to the Cabinet through the Commission's Comment sheet.

5. 2021/2022 Budget Monitoring - Quarter 1

The Commission considered report [FIN/531](#) of the Head of Corporate Finance on the quarter 1 budget monitoring, which set out a summary of the Council's actual revenue and capital spending for the quarters to June 2021 together with the main variations from the approved spending levels and impact on future budgets.

During the discussion with the Leader of the Council and Chief Accountant, the following comments were made:

- Recognition that the budget was overspent for this quarter. The majority of the reasons were still Covid related (for example people not signing up to use services following the easing of restrictions, number of planning applications received). The situation would be monitored over the next few months and continued to be reported in future monitoring reports.
- Confirmation was provided that Everyone Active had developed additional advertising campaigns to promote K2 Crawley. There may be additional ways (secondary spend) to encourage attendance at venues.
- There was a query surrounding attendance analysis at K2 Crawley. It was felt that once there was a level of normality, and if then, usage levels had not returned to pre-pandemic levels then further analysis may be required. However currently there was too much uncertainty surrounding attendance levels.
- Acknowledgement that whilst individuals' household income had been affected, leisure facilities would continue to be impacted. There was recognition that Covid had resulted in behavioural change and until there was overriding confidence that Covid would not be a concern, then leisure provision would remain a challenging area but it was hopefully not a long term issue. There was also an impact on other services throughout the town as a result of Coronavirus.
- Recognition that the council gave advice to businesses during and post pandemic as well as working in partnership with the business community and MRBD. It was also hoped that there would be further green development in the future.
- Acknowledgement that the review of essential car users' savings anticipated figure was unlikely to be realised but was based on what would be reasonable.

RESOLVED

That the Commission notes the report and requests that the views expressed during the debate, are fed back to the Cabinet through the Commission's Comment sheet.

6. Tilgate Park Update

The Commission received an update from the Cabinet Member for Wellbeing, the Head of Community Services and the Neighbourhood Services Manager on Tilgate Park, its business plan, impact on the Covid19 pandemic together with how the park,

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nature centre and staff have been affected and adapted, together with improvements, changes moving forward, future working and priorities.

- Tilgate Park introduced a 5 year business plan in 2015 where the park was encouraged to generate additional income. This included a 50p incremental charging for the Nature Centre. However from 2020, a decision was taken to introduce a step-change of £6/£5 charge respectively. It was felt the below comparisons justified the increase, however it was important to protect the income and it was hoped in the future to become cost neutral for the entire service.

August comparison		
2018	26,382 visitors	£94,000
2019	23,747 visitors	£98,000
2021	23,187 visitors	£165,000

12 April – 31 August comparison	
2018/19	£305,800
2019/20	£308,700
2020/21	£401,600 *

* opening April 2021 with limited max capacity, pre booking only

- The majority of visitors were from outside Crawley and Nature Centre bookings had increased the use of MyCrawley by 45%.
- Tilgate Park had now established itself as a regional attraction, fairly priced compared to other facilities. It had received the Parkdean, BIAZA Gold and Silver awards together with the TripAdvisor Hall of Fame Travellers' Choice, voted top 10% in the world.
- The play area within the park had recently been renovated using reserves.
- It was acknowledged that much of the work within the park took place surrounding its maintenance of the lake and horticultural within its gardens. Many of the renovated plants would be saved to replant in other areas of the park.
- The Remembrance Garden has been newly created to enable the scattering of a loved one's ashes. There is also the option to dedicate a bench, shrub or tree to someone who has passed. Pet memorials will be introduced shortly.
- Tilgate has since introduced events during the autumn/winter months to ensure the venue has events throughout the year.
- The hound ground required further work but it was anticipated it will reopen in the future.
- The Lakeside café had proven popular and developed following customer feedback.
- Weddings now take place at the park, given the park's unique location and surroundings.
- The car park issues were currently being addressed.
- It was acknowledged that further developments can be addressed sympathetically in the future to enhance the park to its full potential.

Members then raised a number of queries. The issues raised and the key responses included:

- Members expressed their congratulations at achieving international recognition.
- Confirmation that in terms of assets, it was important to look at these as an opportunity basis and evaluate accordingly. The focus currently would be on generating revenue.

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- Recognition that car parking machines had posed issues during the year. A new app was being introduced in addition to the machines. Gainsborough playing fields had been used in the past for large events such as the Dragon Boat Race when it can be marshalled and stewarded.
- Acknowledgement that the children's playground renovation had been successful and there was a comment for further seating in and around the site.
- Concerns raised around the lack of pollination and drought resistance planting. It was confirmed that further sustainable, pollinated friendly planting that is drought resistant will be developed at the park
- Recognition that event organisers were encouraged to use different event spaces, playing fields and parks across the town. It was important to have a balance of events to ensure the understanding and sensitivity of residents were managed. Tilgate Park is a large park and draws the crowds.
- Recent events at Goffs Park had been successful and highlighted the use of other parks within the town.
- Officers were thanked for a great deal of work throughout the council during a difficult time over the last 18 months.

RESOLVED

That the Chair thanked the officers for the presentation and for the informative discussions that had ensured. The Commission noted the presentation, with the views expressed being acknowledged and documented by officers.

7. Cabinet Member Discussion with the Cabinet Member for Wellbeing

The Commission noted the update given by Councillor Mullins and questioned him on a variety of issues relating to his portfolio.

The following topics were discussed:

- The services within the Wellbeing portfolio were non statutory, yet it was acknowledged that they encompassed the wellbeing of the town and included elements of education and physical education for both children and adults.
- Whilst during the pandemic it had been important to keep people safe, there was a recognition that the leisure provision was challenging and there was a need to promote and encourage the use of facilities.
- Community buildings may not have deteriorated throughout the pandemic, although the cleaning routines and high standards would need to be maintained. Playing fields were being gradually improved. It was also noted that outside gyms were now proving popular.
- It was noted there used to be leisure facilities tour as this had been beneficial for the various venues and business aspects. This could be introduced depending on attendance prior to the budget process.

RESOLVED

That the Overview and Scrutiny Commission thanked Councillor Mullins for attending and for the informative discussion that had ensued.

8. Exempt Information – Exclusion of the Public

RESOLVED

That in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

9. **Property Acquisition to Increase the Council's Portfolio of Temporary Accommodation**

Exempt Paragraph 3

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

The Commission considered report SHAP/83 of the Head of Strategic Housing. The report sought approval to purchase a property on the open market to be used for Temporary Accommodation. The purchase will be funded through the approved budget for Temporary Accommodation.

During the discussion with the Cabinet Member for Housing and Housing Options Manager, Councillors made the following comments:

- Recognition that the property would assist in the urgent need to increase the portfolio of temporary accommodation owned and managed by the Council to meet the increased demand and ease the reliance on expensive nightly paid accommodation, including out of borough placement.
- Acknowledgement that the detached property would provide an additional 6 units of temporary accommodation. It would be flexible to meet the demands of the service.
- Consultation would take place as part of the planning process.
- General support for the report.

RESOLVED

That the Commission notes the report and requests that the views expressed during the debate, are fed back to the Cabinet through the Commission's Comment sheet.

Re-Admission of the Public

The Vice Chair declared the meeting reopen for consideration of business in public session.

10. **Forthcoming Decision List - and Provisional List of Reports for the Commission's following Meetings**

The Commission confirmed the following reports:

27 September 2021

Community Grants Procedure & Outcomes Framework

22 November 2021

Budget Strategy 2022/23 – 2026/27

Treasury Management Mid-Year Review 2021-2022

2021/2022 Budget Monitoring - Quarter 2

31 January 2022

2022/2023 Budget and Council Tax

Treasury Management Strategy 2022-2023

2021/2022 Budget Monitoring - Quarter 3

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Closure of Meeting

With the business of the Overview and Scrutiny Commission concluded, the Vice Chair declared the meeting closed at 21.24pm.

K Khan
Vice Chair

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Crawley Borough Council

Report to Overview and Scrutiny Commission 27 September 2021

Report to Cabinet 29 September 2021

Community Grants Procedure & Outcomes Framework

Report of the Head of Community Services, **HCS/29**

1. Purpose

- 1.1 The purpose of this report is to agree the Community Grants Procedure and Outcomes Framework to the Voluntary and Community Sector.

2. Recommendations

- 2.1 To the Overview and Scrutiny Commission:

That the Commission consider the report and decide what comments, if any, it wishes to submit to the Cabinet.

- 2.2 To the Cabinet:

The Cabinet is recommended to:

- a) Approve the Community Grants Procedure and Outcomes Framework including the associated proposal, process, priorities and outcomes and decision making delegations as set out in sections 5.1 to 5.20.
- b) Approve a ring fenced sum of £140,569 for the new Community Advice and Support Service (CASS) contract from the strategic grants & commissioning allocation as set out in section 5.6.
- c) Delegate authority to the Cabinet Member for Public Protection and Community Engagement in consultation with the Head of Community Services, and Head of Legal, Governance and HR to enter into an Inter-Agency Agreement to support continued partnership working, and approve the award of the CASS contract following an appropriate procurement process.
- d) Delegate the negotiation, approval and completion of all relevant legal documentation, following the awarding of the contract to the Head of Community Services, Head of Legal, Governance and HR, Head of Corporate Finance, in consultation with the Cabinet Member for Public Protection and Community Engagement.

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3. Reasons for the Recommendations

- 3.1 The recommendation supports the Council to achieve a balanced budget position for 2022/23 onwards.
- 3.2 It responds to the approach agreed at Cabinet on 3 February 2021, to develop a strategic/commissioned and small grants funding programme with a focus on high quality outcomes that, with the new priorities, better responds to particular needs of our community.

4. Background

- 4.1 The 2021/22 grants programme was put on hold due to the context of the budgetary challenges and the remedial actions required to deliver a balanced budget.
- 4.2 As part of the budget setting process for 2021/22, the Council stated its intention to reduce the overall community grants fund by £212,000 in two tranches. The reduction in 2021/22 is £120,000, retaining a fund totalling £512,000. The total reduction of £211,000 applies for 2022/23 leaving an overall grants budget allocation of £421,000.
- 4.3 This allowed the Council to take a transitional approach to the reduction and fulfil its contractual obligation to Citizens Advice West Sussex for the local information and advice service in 2021/22.
- 4.4 Officers have actively engaged with all funded organisations in relation to the reduction to the community grants budget, the proposed changes to the allocation of funds, and the decision making process.
- 4.5 A closed main grants round was successfully completed for 2021/22, this only included organisations that had been in regular receipt of large grant funding from the Council over a number of years.
- 4.6 The budget and agreed approach to delivering the transitional year for the Community Grants programme was ratified at Cabinet on 3 February 2021.

5. Proposals

- 5.1 The Council will implement a refreshed funding programme for 2022/23 consisting of three distinct components; strategic grants, commissioned services (contracts) and a small grants offer including crowdfunding. The total annual budget for the programme is £421,000 and will be provisionally allocated as follows;
 - £371,000 for strategic grants and commissioning
 - £50,000 for small grants and crowdfunding

Strategic Grants

- 5.2 The Strategic Grants application process will launch in October 2021 with funding awarded to successful applicants commencing from April 2022.
- 5.3 The following revised priorities and outcomes will apply to the new grants programme 2022/23 and be revised periodically as required;

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Priority 1 - Known Vulnerable

- Reducing homelessness and the impact of homelessness
- Improving health and wellbeing outcomes for those with a dementia diagnosis and their carers

Priority 2 - Emerging Vulnerable

- Bringing people closer to the job market and securing employment
- Reducing domestic abuse and violence
- Narrowing inequalities within our diverse community

Priority 3 - Future Vulnerable

- Supporting those who have experienced adverse childhood experiences to increase educational attainment and achievement and improve social mobility

Priority 4 - Community Spirit

- Supporting events that promote community spirit & cohesion
- 'Connecting' community groups and residents through the delivery of positive events and activities

Commissioned Service

- 5.4 It is envisaged that a revised Countywide 'Community Advice and Support Service' (CASS) will remain as a jointly commissioned service. This will provide for an information and advice service such as currently provided by Citizens Advice West Sussex to be delivered in Crawley.
- 5.5 West Sussex County Council will manage the joint procurement process, working in partnership with the Borough and District Councils, from September 2021 for the new service to commence 1 April 2022. The new service will have a Local Delivery Plan to be agreed by Crawley Borough Council (the Head of Community Services and the Cabinet Member for Public Protection and Community Engagement). The following decision making process is recommended for the commissioning plan.
- 5.6 It is envisaged that the level of annual funding required for the new CASS contract will remain in line with the current commitment of £140,569 per annum. Therefore, £140,569 will be ring fenced from the strategic grants and commissioning allocation of £371,000. If the full amount is not required for the new contract, the remaining funds will be added to the strategic grants allocation.
- 5.7 Delegate authority to the Cabinet Member for Public Protection & Community Engagement in consultation with the Head of Community Services, and Head of Legal, Governance and HR to enter into an Inter-Agency Agreement to support continued partnership working, and approve the award of the CASS contract following an appropriate procurement process.
- 5.8 Delegate the negotiation, approval and completion of all relevant legal documentation, following the awarding of the contract to the Head of Community Services, Head of Legal, Governance and HR, Head of Corporate Finance, in consultation with the appropriate Cabinet Member.

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Small Grants

- 5.9 The new small grants scheme will be implemented from October 2021 with an online application process to support local groups in need. The budget for 2021/22 is £63,024 (funds provided for the transitional period).
- 5.10 From April 2022, the 2022/23 budget £50,000 will be allocated as listed below, and reviewed annually by the Head of Community Services and the Cabinet member for Public Protection and Community Engagement;
- £30,000 funding pots for a revised small grants scheme (for awards of up to £2,500).
 - £10,000 funding pot for a crowdfunding pilot scheme (such as Spacehive or a similar platform for awards of £2,501 - £5,000).
 - £10,000 further funding pot to be allocated to boost either the small grants or crowdfunding funds to be allocated in consultation with the Cabinet member for Public Protection and Community Engagement (providing flexibility as new funding schemes).
- 5.11 The overarching aim of the new small grants scheme is to **“Foster greater levels of community connectivity and cohesion”**. Further outcomes will be aligned with those priorities stated within the outcomes framework document.
- 5.12 The Crowdfunding scheme will follow the same framework and generate additional funding by individual giving. Crowdfunding is the practice of funding a project or venture by raising small amounts of money from a large number of people, typically via the Internet. The Council currently has access to the Spacehive platform for Crowdfund Crawley which already promotes the Neighbourhood Improvement Fund.

Funding Decision-Making Process

Strategic Grants

- 5.13 The revised grants programme will launch in October 2021 with successful bidding organisations receiving allocated funding from April 2022. Organisations should apply online securely via the Council's website.
- 5.13 All bids will be assessed according to the eligibility criteria and the new outcomes framework. An initial assessment will be undertaken by a panel of Community Services officers, consisting of;
- Community Services Manager
 - Funding and Commissioning Officer
 - Community Development Manager
- Additional council officers may be consulted where an application is relevant to their service area of expertise.
- 5.14 Recommendations for funding will be made to the Head of Community Services and the Cabinet Member for Public Protection and Community Engagement, who will have the authority to make a decision. Awards will be from £5,000 for projects or services.
- 5.15 Successful and unsuccessful applicants will be notified in writing. Applicants who do not agree with the outcome will be able to submit a valid and detailed appeal in writing within 15 working days of the decision. In the event of an eligible appeal the

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[Grants Appeal Panel](#) will convene. This currently consists of 5 Councillors drawn from the pool of Councillors appointed to the Grants Appeals Panel and their decision is final.

- 5.16 On completion of the decision making process, funding agreements will be issued setting out the standard terms and conditions or any special conditions. Funding will commence from the start of the new financial year.
- 5.17 Quarterly performance monitoring meetings will be mandatory for commissioned services and those organisations in receipt of a strategic grant award.

Small Grants

- 5.18 The small grants scheme and Crowdfunding scheme will commence annually in April subject to available funds. All grant funding requests (including crowdfunding 'pitches') will be submitted by way of a simple online application process.
- 5.19 All funding applications will be assessed according to the published eligibility criteria and the outcomes framework. An assessment of the case for support will be undertaken by Community Services.
- 5.20 Recommendations for funding will be made to the Community Services Manager and the Cabinet Member for Public Protection and Community Engagement, who will have the authority to make a decision.
- 5.21 Awards are for up to £2,500 and £5,000 for small grants and crowdfunding respectively. Standard funding terms and conditions will apply. An end of project report will be required.
- 5.22 The following comparison table provides an overview of the process and decision making delegation for all funding types. If a Cabinet Member is unable to act, the Leader may act on their behalf or authorise another Cabinet Member to do so. (Leader and Cabinet Procedure Rules in the [Constitution](#))

Funding type	Level	How to apply	Decision making Delegation
Small Grants	Up to £2,500	Online - open	Community Services Manager in consultation with the Cabinet Member
Crowdfunding	Up to £5,000	Online – from April 2022	Community Services Manager in consultation with the Cabinet Member
Strategic Grants	From £5,000	Online – Autumn 2021	Cabinet Member
Commissioning/Contract	As required/specified	Procurement process	Cabinet Member

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6. Implications

6.1 Financial

Report [FIN/514](#) 2021/2022 Budget and Council Tax, section 6.4 outlines the long term savings requirement of £212,000, however, the Lower Tier Services Grant allows a transition, with a savings requirement of £120,000 in 2021/22, and of £212,000 in 2022/23.

6.2 Legal

WSSC will lead the countywide procurement process for the new West Sussex Community Advice and Support Service. This contract is due to be awarded before the new contract commences on 1st April 2022. If the Borough Council continues with the WSSC arrangement then this will be a contractual obligation.

Any future funding awards that are deemed suitable for a commissioning process will then become legally binding contracts.

Grants awarded are not legally binding contracts however performance is expected and will be monitored.

6.3 Equalities

An Equalities Impact Assessment has been completed and can be found at Appendix A.

7. Background Papers

[Report to OSC & Cabinet Community Grants Future Options HCS24 1 & 3 February 2021](#)

[Report to OSC & Cabinet Budget Strategy 2021/22 - 2025/26 FIN/508 23 & 25 November 2020](#)

[Report to OSC & Cabinet 2021/2022 Budget and Council Tax FIN/514 1 & 3 February 2021](#)

Report author and contact officer:

Kate Wilson. Head of Community Services.
Kate.Wilson@crawley.gov.uk

EQUALITY IMPACT ASSESSMENT

Name of activity:	Community Grants Policy Review 2020-21	Date Completed:	01/09/21
Directorate / Division responsible for activity:	Community Services	Lead Officers:	Craig Downs/Matt Lethbridge
Existing Activity	<input type="checkbox"/>	New / Proposed Activity	<input type="checkbox"/>
		Changing / Updated Activity	x

What are the aims / main purposes of the activity? (Why is it needed? What are the main intended outcomes?)

Community Services has recently undertaken a range of service redesign exercises to transform, improve and enhance our current service delivery and in offering the most efficient services that offers both financial and social value. Our initial assessment of the grants process was that it was no longer fit for purpose and it would be beneficial to review policy and practice and the underpinning infrastructure and objectives of our funding support model. The grants programme was last reviewed in 2013 and receives regular audit and oversight. This review supports the development of Community Services and the wider corporate priorities and pressures.

What are the main actions and processes involved?

The purpose of the grants review was to:

- Move from a position of discretionary grant giving to an investors approach
- Be able to better measure impacts and outcomes in and with our communities and with individuals
- Deliver a fit for purpose funding model that is needs led, and evidenced based
- Maximise our investments, making our money work for us, by seeking a rate of return both socially and financially
- Reduce the dependant nature of existing relationships with those who receive grants

Who is intended to benefit & who are the main stakeholders? (e.g. tenants, residents, customers or staff. How will they benefit?)

The review is based on wanting the best outcomes, for our residents, the sector and in evidencing outcomes and impacts that offer value for money and offer a good rate of return (financial and social) on our investments and we do this by:

- Building alliances, to ensure that all the resources in a community are mobilised to develop resilience, capacity and capability.
- Actively listening to sections of the community that are most dependent on services and protecting their interests when funding and spending decisions are being made.
- A commitment to collaborative working and alliance building, where each partner has an equal voice and brings a different perspective, offering both challenge and support.

- A needs-led approach, responding to evidence of needs among local people, rather than previous priorities, or benevolent acts that can shift the power paradigm.
- Building on extensive local knowledge that encourages a stronger sense of community and of identity and place.
- Common values, partners agree on a common vision, mission and plan of action to improve a place in terms of somewhere to live, work, visit and study.

Have you already consulted on / researched the activity? (What consultation has taken place & what were the key findings?)

What evidence already exists? Are there any gaps that need further investigation? What still needs to be done?)

A project group of officers has looked at funding tools and options and is testing a new online application form with input from voluntary and community groups to ensure the application process is easy to use.

Impact on people with a protected characteristic (What is the potential impact of the activity? Are the impacts high, medium or low?)

Protected characteristics / groups	Is there an impact (Yes / No)	If Yes, what is it and identify whether it is positive or negative
Age (older / younger people, children)	Yes	<u>Positive Impact</u> The redesigned grants programme has children as a priority group, in terms of prevention in respect of those who are able to be supported in terms of developing unnecessary and unavoidable vulnerabilities and disadvantage. More universally the proposed changes need to be read in the context of our play, health and wellbeing approaches.
Disability (people with physical / sensory impairment or mental disability)	Yes	<u>Positive Impact</u> It is envisaged that through our whole service review, that we will better represent individuals who might face additional barriers in accessing services and or support, or who require more specialist approaches to level the playing field in terms of equity.
Gender reassignment (the process of transitioning from one gender to another.)	No	
Marriage & civil partnership (Marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognised for same-sex couples)	No	

Pregnancy & maternity (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	No	
Race (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	Yes	<u>Positive Impact</u> The grants review, and subsequent changes to the process is designed to have improved representation and reach.
Religion & belief (religious faith or other group with a recognised belief system)	Yes	<u>Positive Impact</u> The grants review, and subsequent changes to the process is designed to have improved representation and reach.
Sex (male / female)	No	
Sexual orientation (lesbian, gay, bisexual, heterosexual)	Yes	<u>Positive Impact</u> Equalities and need are at the heart of our new ways of working, and key to our developments are those who may face additional challenges, prejudice and discrimination, this approach will more ably celebrate our LGBTQ+ communities.
Whilst Socio economic disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered	Yes	<u>Positive Impact</u> A new model of delivery is predicated on delivering the best services for Crawley residents through an Asset Based Community Development (ABCD) approach, creating greater synergy across the Council and partner organisations. The outcomes will include; <ul style="list-style-type: none"> - Increasing Social Mobility - Reducing health inequalities - Improving Community connectivity and cohesion - Supporting a resilient and sustainable VCSE sector

What evidence has been used to assess the likely impacts? (e.g. demographic profiles, research reports, academic research, benchmarking reports, consultation activities, staff surveys, customer surveys, public surveys, complaints, grievances, disciplinary cases, employment tribunal cases, ombudsman cases, media reports)

This EqlA is based on a detailed review of our current grants offer, its processes and beneficiaries, this process has been subject to financial scrutiny, wide stakeholder consultancy, bench marking comparisons, market analysis and has been subject to significant internal partnership input.

What resource implications are there to deliver actions from this EqlA? (Quantify: people, time, budget, etc.)

The resources are not anticipated to increase as a result of these actions, the investment made into the review, releases savings, efficiencies and the changes in our grants process will realise greater capacity, capability and in our evidence measures that relate to impact and outcomes.

Outcome following initial assessment

Does the activity have a positive impact on any of the protected groups or contribute to promoting equality, equal opportunities and improving relations within target groups?	Yes	If yes, record the evidence below. If no STOP and re-examine the activity. Yes for all priority groups as VCSE sector support is more targeted by the council.
Does the activity have a negative impact on any of the protected groups, i.e. disadvantage them in any way.	No	If yes, identify necessary changes and record appropriate actions below. If no, record the evidence and assessment is complete.

Decision following initial assessment

Continue with existing or introduce new / planned activity	Yes	Amend activity based on identified actions	N/A
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Action Plan (Has the EqlA identified any positive or negative impact on any of the protected groups which requires action? E.g. adjustments to the approach or documents, changes to terminology, broadening parameters of policy, etc. If so record any actions to be undertaken and monitored)

Impact identified	Action required	Lead Officer	Deadline

Monitoring & Review

Date of last review or Impact Assessment:	N/A
Date of next 12 month review:	Reviewed on 3 year cycle, unless there is a significant change to the programme or administration.

Date of next 3 year Impact Assessment (from the date of this EqlA):	September 2024
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Date EIA completed:	01/09/21
Signed by Person Completing:	Craig Downs (Funding & Commissioning Officer) Community Services
Date Sent to HR and Equalities Team:	01/09/21
Approved by Head of Service:	Kate Wilson (approved final draft)

NB – The original signed hard copy & an electronic copy should be kept within your Department for audit purposes. Send an electronic copy to the OD Officer in HR & Development. Also, please complete the summary document overleaf. This will be included on the Council's website.

The EIA Toolkit provides guidance on completing EIAs & HR&D can provide further advice.



Completed Equality Impact Assessment	Key findings	Future actions
<p>Directorate / Division:</p> <p>Function or policy name:</p> <p>Officer completing assessment (Job title):</p> <p>Date of assessment:</p>	<ul style="list-style-type: none">• Community Services• Community Grants• Craig Downs• 01/09/21	<ul style="list-style-type: none">• Review in September 2024 or earlier if required

Agenda Item 6

CABINET MEMBER PORTFOLIO RESPONSIBILITIES

Cabinet Member for Public Protection and Community Engagement

Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Community safety and anti-social behaviour (including improvement schemes and liaison with emergency services).
- b) Community and neighbourhood development.
- c) Community engagement.
- d) Grants to voluntary bodies.
- e) Community cohesion and social inclusion and mobility.
- f) Town Twinning.
- g) Issues relating to travellers.
- h) Children and young people (along with relevant partner organisations) including responsibilities defined under Section 11 (Safeguarding) of the Children's Act 2004.
- i) Armed Forces Covenant.

Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Community Strategies.
- b) Social Inclusion Strategy.
- c) Prevent Strategy.
- d) Crime Reduction and Community Safety Strategies.
- e) Fostering interest in Local Government.

Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) To determine applications for main grants (i.e. currently above £5,000) by voluntary organisations in accordance with the criteria previously agreed by the Cabinet.
- b) The approval of criteria for the prioritisation of community safety improvement schemes.
- c) The approval of an annual programme of community safety schemes subject to the proposals being achievable within the limits of the approved financial budget.

Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

- a) Crawley Prevent Board.
- b) Safer Crawley Partnership Executive.
- c) Sussex Police and Crime Panel (member).

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

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