



# Uttlesford District Council

Chief Executive: Dawn French

## Scrutiny

**Date:** Tuesday, 05 July 2016  
**Time:** 19:30  
**Venue:** Committee Room  
**Address:** Council Offices, London Road, Saffron Walden, CB11 4ER

**Members:** Councillors H Asker, G Barker, R Chambers, P Davies, A Dean (Chairman), M Felton, S Harris, B Light, E Oliver, G Sell

### Public Speaking

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## AGENDA PART 1

### Open to Public and Press

- 1 **Apologies for absence and declarations of interest**
- 2 **Minutes of the meeting held on 3 May 2016** 5 - 12
- 3 **Matters Arising**
- 4 **Consideration of any matter referred to the Committee in relation to call in of a decision**

- 5 **Responses of the Executive to reports of the Committee (standing item)**
- 6 **Invited reports from the Executive**
- 7 **LCTS 2017/18 Scheme** 13 - 22
- 8 **Enforcement Review - to follow**
- 9 **Essex Highways - verbal report**
- 10 **Quiet Lanes** 23 - 30
- 11 **Grants** 31 - 52
- 12 **Any other items which the Chairman considers to be urgent**

**PART 2  
Exclusion of the Public and Press**

Consideration of an item containing exempt information within the meaning of para 3 of schedule 12A of the Local Government Act 1972

- 13 **Building Control Partnership**

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**SCRUTINY COMMITTEE held at COUNCIL OFFICES LONDON ROAD  
SAFFRON WALDEN at 7.30pm on 3 MAY 2016**

Present: Councillor A Dean (Chairman)  
Councillors G Barker, P Davies, M Felton, T Goddard, B Light and  
G Sell.

Officers in attendance: R Auty (Assistant Director Corporate Services), M Cox  
(Democratic and Services Officer), A Knight (Assistant Director -  
Finance) and A Webb (Director of Finance and Corporate  
Services).

Also Present: Councillors S Howell.

**SC48 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Councillors Asker and Harris.

**SC49 MINUTES OF PREVIOUS MEETING**

The minutes of the meeting on 15 March 2016 were agreed as a correct record  
subject to the following amendments to minute PC44

- i) P.8 typographical change to the last paragraph '**when** to use planning obligations'
- ii) Resolution point 1 – remove the reference to the Locality Board
- iii) Resolution point 3 – add the word 'consultation' and delete the word 'call-in' .

**SC50 MATTERS ARISING**

**(i) Minutes SC39 – Cabinet Forward Plan**

The Chairman said he would speak to officers about whether a mechanism could be put in place for members of Scrutiny to follow through on items of particular interest, as it wasn't possible for the committee to scrutinise all the items in the Forward Plan.

**(ii) Minutes SC47 – Building Control Partnership**

This item would be considered again at the meeting on 6 July. The additional financial information requested would be circulated to Members, together with the detailed notes taken at that meeting.

**(iii) Minutes SC44 – Relationship between UDC and ECC scoping discussion**

Council Light queried the first bullet of the recommendation. The Chairman said the wording was unclear but he had asked for members' comments on their experiences with ECC and these would be reported later in the agenda.

On the 4<sup>th</sup> point of the resolution, officers said that ECC had been contacted but information on the performance data had not yet been supplied.

SC51

### **CABINET FORWARD PLAN**

The Chairman invited comments from Members.

Councillor Howell answered questions about the SPV item. He said this project was still at an early stage but it was hoped that this would be the subject of the workshop on 13 June, where Members would be taken through the whole process. The initial report concerning the details of setting up the holding company and subsidiary companies was expected to be considered by Scrutiny on 5 July and Cabinet on 14 July 2016.

It was confirmed that the initial focus would be on property and rental income. Councillor Light said that the council should also investigate other options to generate income. Councillor Howell replied that this initiative was a platform to a more commercial approach to providing services but it was still at a very early stage and should not be rushed.

The Committee was advised that the item on Fairycroft House had recently been added to the Forward Plan. This concerned a proposal to support the retention of this facility.

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SC52

### **SCRUTINY WORK PROGRAMME**

The work programme was noted.

The committee was due to receive the report from the CWG Chairman on the review of the Cabinet system at the next meeting. Cllr Barker said that as not many current members had experience of working under the committee system, it would be useful to have details of how the system had worked before the change to Cabinet in 2011. This could include information on the structure, decision making and the degree of Member involvement. It would also be useful to look at those councils who had recently decided to return to the committee system, the reasons for this change and the type of system they had adopted.

SC53

### **ENFORCEMENT REVIEW**

Councillor Sell reported progress on the work of the Enforcement Task Group. There had been a useful meeting with the Enforcement Manager, who had explained structure of the service and the resources available within the team.

Individual members of the task group were arranging meetings with the taxi operators, the portfolio holder and Michael Perry the Head of service. The group had also requested background information, and comparative data on various areas of the enforcement service. The group would meet again to

discuss all the information received and consider recommendations to put forward.

In answer to members' questions, Cllr Sell confirmed the group would be considering the effect of operating a generic rather than a specialist service, and looking at the trend in the number of complaints received over a period of time.

Members commented that Enforcement was generally a reactive service and there were areas where regular visits were not carried out, for example inspection of taxi premises.

All members agreed that it would be useful for ward members to be informed about live enforcement cases in their wards, and asked the task group to consider how this could be achieved.

The Chairman commented that he hoped the relationship between the council and other organisations with Enforcement responsibilities would be considered by the group during their review.

SC54

## **LOCAL COUNCIL TAX SUPPORT SCHEME**

The Assistant Director Finance presented a report which gave an overview of the Local Council Tax support scheme.

She explained that the local scheme had been introduced in 2013 to replace the Government council tax benefit scheme. It had been prepared within the framework of an Essex wide scheme that sought to achieve cost neutrality where the cut in government funding was offset by making reductions in the amount of support certain households received. All Essex LA's had adopted common principles when designing their own schemes which included the protection of pensioners and vulnerable working age groups. In addition a £10,000 hardship had been set up in 2013/14 to support residents in severe financial difficulty and this was then increased to £15,000.

The scheme included a discretionary grant for major preceptors and parishes to cover the financial implications of the reduced tax base.

In 2014 the minimum contribution from non-working age people claiming support had been increased from 8.5% to 12.5% but the discretionary funding support for major preceptors and parishes continued at the same level. The LCTS scheme and the councils discretionary grants had remained unchanged for both 2015/16 and 2016/17.

The Assistant Director said the report showed that the council has seen a year on year reduction in the number of claimants since the introduction of the LCTS scheme. It also compared the Uttlesford scheme with other LA schemes and this demonstrated that Uttlesford continued to have the lowest contribution.

In terms of financing the scheme, the Assistant Director explained that this had been supported by the Revenue Support Grant from central government. This grant had reduced over the years and significantly in 2016/17. It was noted that

2017/18 would be the final year that the council received any RSG. The discretionary grant to the parishes had been a reducing figure in line with the reduction of claimants. As the scheme had developed the impact on the major preceptors has been absorbed within the collection fund and the council has not been required to fund this grant. The forecast financial impact of the LCTS scheme for the council in 2016/17 was £283,000

The council was required to carry out an annual consultation with residents on the scheme and any amendment proposals. Officers had put forward the following suggestions; which could form part of the 2017/18 consultation.

1. No change
2. Increase the discount on empty homes
3. Increase the contribution rate. For every 2.5% increase there would be a reduction in cost to the council of £15,000
4. Reduce the discretionary grant given to parish councils.

The draft scheme would be reported to Scrutiny on 5 July and Cabinet on 14 July. The consultation period would run from 1 August – 30 September, with responses considered by Cabinet on 30 November. The final scheme would be presented for approval by Full Council on 8 December.

Members asked questions on the content of the report and received a detailed explanation on the calculation of the percentage contribution.

A question was asked about whether there was a correlation between the level of contribution and the number of claimants. Also, as the purpose of the scheme had been to encourage people back to work, was this possible to prove. The Assistant Director replied that although the number of UDC claimants had decreased there were too many variables to make this connection.

Cllr Felton referred to the 50% additional council tax payment for properties that had been left empty for over 2 years. She said she understood the rationale, but spoke about the effect of this policy on a young family, who were staying with relatives whilst renovating their property. The work had taken over two years and the extra payment was causing real hardship. She was concerned that there were no exceptions allowed to this policy. The Director of Finance and Corporate Services said he had made a note of this point and would discuss this outside the meeting.

The meeting had a detailed discussion around the suggestion to reduce the discretionary grant to parish councils. There was a view that it would be better to adjust the precept, rather than recycling money between the various authorities. Looking at the table of figures, the sums to be absorbed by most parishes were relatively small. The amount was more significant for the larger villages and towns, but this was still in the region of 5% of the precept. Some members commented that this practise had been part of the transition scheme and should therefore be reviewed.

Cllr Barker said it did not seem fair to protect the parish councils but not Uttlesford residents. This was more pertinent now in the light of the reduction of Government support and it appeared that the council could not keep supporting



the scheme without losing money. He had noted that a number of Essex authorities had reduced their contribution in line with the Government's funding reduction. The Director of Finance and Cooperate services confirmed that this was the line taken by most authorities.

The Assistant Director Corporate Services said that the 2015 consultation survey had revealed that 93.3% of responses had supported the protection of the parish council grant. However, they would not necessarily have been aware of the financial implications of this arrangement.

Some Members pointed out that the changes to the arrangements could have a major impact on some parishes. There was also a conflict between who was making the decision and who was paying for it and the parish council could be aggrieved to be filling the funding gap. Any proposal would need to be carefully set out in the consultation and raised at the parish forum. The meeting also understood that all authorities were facing funding cuts and were required to consider different ways of increasing their income.

The meeting then discussed future changes to the individual contribution. The Chairman said that although the council was under some pressure, there was no argument for changing the scheme in 2017/18, but asked officers to consider a timescale for when this might have to happen through the MTFs.

Other Members felt it would be better to impose a small, say small increase now, to implement a gradual step by step approach rather than imposing a large increase when the funding situation became critical.

The meeting was informed that the consultation would be on the Administration's preferred scheme, but Cabinet would be informed of the Scrutiny Committee's views. Any proposals would be included in the public consultation in the summer.

The Chairman summed up the discussion and put forward the committee's main priorities as follows

- .
- To consider the future funding of the parish council discretionary grant.
- In the medium term look at an appropriate adjustment of the 12.5% contribution.

SC55

## **QUIET LANES – SCOPING REPORT**

The Committee received the scoping report for the review of quiet lanes. The main areas of investigation were to understand the initiative, the criteria for designating, the role of district/parish councils, the current provision and whether it was an appropriate initiative for the district. The committee noted that this was a county function and a discretionary services and that UDC had no direct role between the county and the parishes.

For the next meeting, Members requested information on ECC's current position with regards to the provision of these lanes. It was understood that there was currently only one green lane in the district.

Cllr Felton said this lane in Felsted was well regarded by residents. It gave the impression that the lane was used by walkers and cyclists and as a consequence car drivers were more careful. She supported the initiative as fitting with the wellbeing agenda of providing safer routes for walking and cycling.

Members thought there might be a role for the district council to promote these lanes in their communities. Councillor Davies was reassured that the green lane signs were discreet and the routes wouldn't be subject additional street furniture.

RESOLVED to approve the scoping report

SC56

## **RELATIONSHIP BETWEEN UDC AND ECC – SCOPING REPORT**

Further to the scoping discussion at the last meeting, members received further information on the areas where UDC had a working relationship between ECC. The committee also received copies of email replies from other members of the council about their experiences of working with ECC.

Although there were numerous areas of interaction between the two authorities, it was clear that Members' major concerns centred on the Highways service. The committee was asked to consider which particular aspects it wished to discuss and the expected outcome of the review.

Members noted that highway issues had been discussed by Scrutiny in 2012 and 2013 and the committee had received a presentation from the Highways Strategic Partnership. It had also discussed County Highway's responses to planning consultations. Members thought it would be useful to find out whether this relationship had improved over the last few years and seek the views of the Chairman of the Planning Committee.

The Chairman said there appeared to be two main areas of concern, which should be investigated before compiling a formal scoping document and determining the desired outcome of the review.

### 1) Reporting of maintenance issues

The committee said there was inconsistency in the response from ECC highways when reporting highway problems. It would be helpful to establish whether this was a failure of the service within ECC or if residents/district councillors were not approaching this in the right way.

Councillor Davies agreed to investigate this area, covering the following points: to understand the lines of communication, ECC processes, who was receiving

the information and how was it prioritised and how should the public/district councillors be reporting the problems.

2) Progressing projects submitted by parish councils

Councillor G Barker said he would investigate this area. He would obtain anecdotal evidence from parish councils, and examine the ECC process for dealing with these schemes.

Councillors Barker and Davies would report back to a future meeting of the group.

SC57

**LAST MEETING**

As this was the last meeting of the council year, the Chairman thanked both Members and officers for their support during the past year.

The meeting ended at 9.40pm.



**Committee: Cabinet**

**Agenda Item**

**Date: 14 July 2016**

**7**

**Title: 2017/18 Local Council Tax Support Scheme**

**Portfolio Holder: Councillor Simon Howell**

**Key decision: No**

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## **Summary**

1. There is a requirement to annually review the Local Council Tax Support (LCTS) Scheme, and propose changes to the scheme for the following financial year. The decisions made, even if no change is proposed, must then be consulted upon before a decision is taken at Full Council in December on the final scheme for the following financial year.
2. As can be seen from the table in paragraph 8 Uttlesford has the lowest percentage contribution requirement of any authority in Essex. This demonstrates that whilst the council has had sufficient funds to support the scheme it has done so.
3. In 2013/14 when the original scheme was introduced the contribution rate was set at 8.5% and this increased in 2014/15 to 12.5%. This rate was frozen in 2015/16 and 2016/17.

## **Recommendations**

4. The Cabinet is recommended to approve that
  - a) a consultation process be carried out on the following draft proposals:
    - i. The 2017/18 LCTS scheme is set on the same basis as the 2016/17 scheme and therefore the contribution rate is frozen for the third consecutive year.
    - ii. The discretionary subsidy grant for town & parish councils to be reduced by 50% in 2017/18.
  - b) The LCTS scheme is aligned with the Housing Benefit and Universal Credit reforms as detailed in paragraph 25.
  - c) The LCTS scheme is aligned with the Housing Benefit and Universal Credit reforms as detailed in paragraph 26 as and when the legislation is implemented.

## **Financial Implications**

5. Detailed in the main body of this report.

## **Background Papers**

6. None.

## Impact

Communication/Consultation	Proposals to be subject to public consultation and discussions with major preceptors
Community Safety	None.
Equalities	An equalities impact assessment will be completed as part of developing final proposals for decisions by Cabinet and the Council later in the year.
Health and Safety	None.
Human Rights/Legal Implications	Compliance with relevant legislation.
Sustainability	The objective is to achieve a financially sustainable set of arrangements.
Ward-specific impacts	None.
Workforce/Workplace	Ongoing demands on the Revenues & Benefits, Housing and Customer Service teams

## Local Council Tax Support (LCTS)

7. LCTS replaced Council Tax Benefit (CTB) from 1 April 2013. The Council has adopted a scheme which has the following key elements:
- a) Pensioners on low income protected from adverse changes (as required by Government)
  - b) Disabled people, carers and blind people on a low income receive discretionary protection from adverse changes
  - c) Working age people previously on full CTB pay no more than 12.5% of the council tax bill
  - d) £25 per week of earned wages income disregarded from assessment (to provide a work incentive)
  - e) Child Benefit and Child Maintenance disregarded from assessment (to minimise exacerbation of child poverty, or accusations of same)
  - f) Hardship Policy to enable additional support for genuine extreme hardship cases
  - g) Discretionary subsidy from UDC budget to ensure cost neutrality for County, Police and Fire (because the cost of the 'generous' UDC scheme is greater than the Government funding provided)
  - h) Funding of parish councils to ensure no effects on parish council tax Band D calculation (caused by LCTS discounts reducing the taxbase).

## 2016/17 Contribution Rates across Essex

8. The council has the lowest percentage liability cap within Essex as is shown below:

	<b>2013/14 % Contribution</b>	<b>2014/15 % Contribution</b>	<b>2015/16 % Contribution</b>	<b>2016/17 % Contribution</b>
Basildon	15	25	25	25
Braintree	20	20	20	20
Brentwood	20	20	20	20
Castle Point	30	30	30	30
Chelmsford	20	23	23	23
Colchester	20	20	20	20
Epping Forest	20	20	20	25
Harlow	24	24	24	26
Maldon	20	20	20	20
Rochford	20	20	20	20
Southend-on-Sea	25	25	25	25
Tendring	15	15	20	20
Thurrock	25	25	25	25
Uttlesford	8.5	12.5	12.5	12.5

## Caseload

9. The following table details the caseload as at 31 March for each year and shows a significant drop in the number of Working Age claimants (40% between 2012/13 and 2016/17). Whilst this is positive and welcomed it does mean any future changes to the scheme are directly impacting a much smaller group of people which means for them bigger changes than previously encountered. In addition, as the group is smaller the monies raised from increasing the contribution rate has also decreased.

	<b>2012/13 Baseline Caseload</b>	<b>2013/14 Caseload</b>	<b>2014/15 Caseload</b>	<b>2015/16 Caseload</b>	<b>2016/17 Caseload</b>
Pensioner and Disabled Claimants	2,540	2,586	2,541	2,497	2,426*
Working Age Claimants	1,321	1,132	957	920	789
Total	3,861	3,718	3,498	3,417	3,215

\* The small drop in pensioner and disabled claimants may be a consequence of the change in retirement age from 65 to 67

## Costs

10. Under the old CTB scheme the council was refunded the full cost. When LCTS commenced the government only gave councils 90% of the cost with the expectation that the cost of the lost 10% would be passed onto the taxpayer. The core funding of UDC's share has been paid through the Revenue Support Grant (RSG) which has been reducing for the last few years as it is being replaced by New Homes Bonus and Business Rates Retention. In 2017/18 the RSG

figure will be reduced to a negligible amount of £251,000 and in 2018/19 the RSG will be reduced to zero.

11. With the RSG forecast to decrease significantly in 2017/18 it will add an additional £131,000 to the cost of administering the current scheme.
12. The cost of the 2016/17 scheme for UDC was £209,000 and this increases to a forecast £340,000 for 2017/18. Whilst the proposal is to freeze the LCTS scheme for 2017/18, reducing RSG has led to the overall increase in cost. The total increase in cost is mitigated by the 50% reduction in the Parish and Town Council Grants and the extra income generated through the Essex Sharing Agreement (see point 18).
13. This figure would be reduced if the contribution rate was increased for Working Age group claimants.

### **Increasing the Contribution Rate**

14. If the cap is increased the scheme would generate more income. However as the Working Age group is reducing in size the amount of additional income per percentage point is also decreasing.
15. When the LCTS scheme for Uttlesford was established it was anticipated that collection from the taxpayers may be a challenge and therefore the expected collection rate was set at 75%. Collection has not proven to be a major issue with the current rate being in excess of 95%. For this report we have assumed a collection rate of 95%.
16. An increase of contribution rate of 2.5% would generate an additional council tax potential income of £31,770 of which £26,640 would be shared between the major preceptors and the council would retain £5,130. The impact on a Working Age claimant who receives the maximum amount of LCTS would be an additional 75p per week to pay adding up to £39 for a full year.

### **Income Sharing Agreement**

17. An Essex wide income sharing agreement was entered into with all billing authorities and the major preceptors at the time of implementation of the new LCTS scheme. The main principles of the agreement are to ensure a joint approach to maximising income collection, reduce fraud and ensure compliance. In monitoring and working proactively on fraud this ensures that our Taxbase is maintained at the maximum level generating extra revenue for both the major preceptors and billing authorities.

Preceptors receive a share of all income generated for Council Tax and this is allocated through the Collection Fund at year end.

The increased income generated specifically from these activities and internal decisions by UDC each year is monitored and the preceptors have agreed to share their element of the extra income with the Local Authorities.

Two posts are being funded through this agreement from 2015/16 for a period of three years to work directly on all areas of fraud and compliance within Council Tax. The income generated directly from this work will also be shared as per the agreement.

### **Funding for Town/Parish Councils**

18. A key feature of the LCTS scheme is that the LCTS discounts reduce the taxbase, and therefore affect council tax calculations, including the headline Band D figure.



19. For 2013/14 UDC decided that the most appropriate course of action was to distribute funds to town & parish councils in such a way as to ensure that they are neither advantaged or disadvantaged by the LCTS taxbase adjustments. The effect is that the parish Band D figure is not affected by these adjustments, and any increase or decrease in the Band D figure was solely because of changes in the town/parish council's budget. This approach of funding Parish and Town Councils has continued for subsequent years up to and including 2016/17.
20. As shown in point 10 the significant reduction in RSG in 2017/18, means the council will bear the major financial burden of the LCTS scheme including the element for Parish and Town Councils. The following table shows, (where this information is available), the approach other Local Authorities are taking with regard to the payment of grant funding to Parish/Town Councils for the LCTS schemes.

<b>Local Authority</b>	<b>Grant for Parish/Town Councils</b>
Basildon	100% funded (no plans to change)
Brentwood	100% funded (no plans to change)
Castle Point	Decreased grant in line with RSG funding reductions
Chelmsford	Decreased grant in line with RSG funding reductions
Colchester	Decreased grant in line with RSG funding reductions
Epping Forest	Decreased grant in line with RSG funding reductions
Harlow	No Parishes
Maldon	Withdrew grant from 2016/17
Rochford	Decreased grant in line with RSG funding reductions
Southend	Decreased grant in line with RSG funding reductions
Thurrock	No Parishes

21. It is proposed that the grant funding allocated to Parish and Town Councils is reduced in line with RSG funding. This means a 50% cut to the grant funding and the following table shows the financial implications for the Parish and Town Councils for 2017/18.

Grant Payment					
Parish/Town Council	2016/17	2017/18	Parish/Town Council	2016/17	2017/18
Arkesden	130	65	Leaden Roding	458	229
Ashdon	658	329	Lindsell	0	0
Aythorpe Roding	48	24	Little Bardfield	190	95
Barnston	1,183	592	Little Canfield	591	296
Berden	248	124	Little Chesterford	48	24
Birchanger	1,016	508	Little Dunmow	698	349
Broxted	769	385	Little Easton	744	372
Chickney	0	0	Little Hallingbury	1,289	645
Chrishall	479	240	Littlebury	919	460
Clavering	503	252	Manuden	236	118
Debden	489	245	Margaret Roding	307	154
Elmdon & Wendens Lofts	357	179	Newport	3,076	1,538
Elsenham	2,650	1,325	Quendon & Rickling	970	485
Farnham	287	144	Radwinter	653	327
Felsted	3,321	1,661	Saffron Walden	56,194	28,097
Flitch Green	618	309	Sampfords, The	384	192
Great Canfield	27	14	Sewards End	144	72
Great Chesterford	2,048	1,024	Stansted	11,503	5,752
Great Dunmow	37,242	18,621	Stebbing	1,553	777
Great Easton & Tilty	798	399	Strethall	0	0
Great Hallingbury	394	197	Takeley	7,038	3,519
Hadstock	356	178	Thaxted	7,642	3,821
Hatfield Broad Oak	1,573	787	Ugley	226	113
Hatfield Heath	1,441	721	Wendens Ambo	310	155
Hempstead	352	176	White Roding	206	103
Henham	744	372	Wicken Bonhunt	87	44
High Easter	213	107	Widdington	384	192
High Roding	0	0	Wimbish	435	218
Langley	74	37			
	<b>58,018</b>	<b>29,009</b>		<b>96,285</b>	<b>48,143</b>
			<b>Total</b>	<b>154,303</b>	<b>77,152</b>

22. Since the implementation of the LCTS scheme Uttlesford has seen a year on year reduction in the number of working age claimants, which reduces the financial impact on both the Council and Parish and Town Councils. The table below illustrates the reducing caseload.

Year	Number of claimants	% Reduction
2013/14	2,549	
2014/15	2,398	5.9%
2015/16	2,230	6.9%
2016/17	2,013	9.8%

### LCTS Administration, hardship and recovery funding

23. As part of the scheme the major preceptors (County, Fire and Police) provide funding of £34,000 per annum to employ an officer to ensure the efficient administration of the LCTS scheme. The officer also works with those people affected by the scheme so as to ensure they make their payments and thereby avoid costly recovery action being taken.

24. Essex County Council contributes £7,000 per annum towards the running of the hardship scheme which has a £15,000 annual budget (£8,000 UDC element).

## Housing Benefit and Universal Credit Reforms

25. Housing Benefit and Universal Credit have been subject to changes in legislation as part of the Government reforms of the benefit system. It is recommended that the LCTS scheme adopts these changes to ensure that all benefits are aligned.
26. There are 6 key reforms to the way benefits are assessed and of these the following 3 have already been implemented and it is recommended that these are incorporated into the LCTS scheme for 2017/18.
- Removal of the family premium for all new working age claimants
  - Reduction of backdating of a claim from 6 months to 1 month
  - Removal of the element of the work related work activity component in the calculation of the current scheme for new employment and support allowance applicants
27. There are 3 remaining reforms that are likely to be implemented by April 2017 and it is recommended that the LCTS scheme also incorporates these into the 2017/18 scheme as they become applicable.
- Reducing period of absence from Great Britain from 13 weeks to 4 weeks whilst still being able to claim benefits
  - Limiting the number of children within the calculation to a maximum of 2
  - Removal of the severe disability premium where another person is paid universal credit (carers element), to look after them

## Consultation

28. It is intended that the consultation would start on or about the 1<sup>st</sup> August and would run until the end of September 2016. The consultation would include:
- a) Citizens Panel e-survey
  - b) UDC Website / online survey
  - c) All Town and Parish Councils
  - d) Major Preceptors
29. The results of the consultation will be included in the reports that go to Cabinet and Scrutiny in the autumn.

## Putting it all together

30. The following table brings together all the costs and income arising from the recommendations in the report. It shows that the forecasted position for UDC in 2017/18 is a net cost of £340,000.

£ '000	Total Forecast 2017/18	County, Fire and Police Share	UDC Forecast Share 2017/18
LCTS Discounts	3,170	2,726	444
RSG - LCTS Element of funding	0	0	0
<b>LCTS Scheme cost</b>	<b>3,170</b>	<b>2,726</b>	<b>444</b>
Major Preceptors - Sharing Agreement (16%)	0	150	(150)
<b>Net of LCTS Scheme &amp; Discounts</b>	<b>3,170</b>	<b>2,876</b>	<b>294</b>
UDC Funding of Parish/Town Councils	77	0	77
Major Preceptor LCTS Funding (Admin & Recovery)	0	34	(34)
LCTS Hardship Scheme	15	7	8
ECC Funding of Hardship Scheme	0	5	(5)
<b>Total Net Cost</b>	<b>3,262</b>	<b>2,922</b>	<b>340</b>

## Timetable

31. The table below sets out the timetable for the setting of the 2016/17 LCTS Scheme

Cabinet	14 July 2016	Report to agree draft proposals and initiate consultation process
Consultation process	August – September 2016	Citizens Panel e-survey UDC Website / on line survey Town/parish councils Discussions with major preceptors
Scrutiny	22 November 2016	Opportunity to review consultation outcomes and finalised proposals prior to consideration by Cabinet and Full Council
Cabinet	30 November 2016	Consider consultation responses and determine final proposals for 2017/18
Provisional 2017/18 Local Government Finance Settlement, including LCTS funding	Late November / Early December 2016	Indication of available funding and council tax referendum limit
Full Council	8 December 2017	Approve 2017/18 LCTS scheme
Full Council	23 February 2016	2017/18 Budget setting and council tax resolution
2017/18 Council Tax bills issued	Early-Mid March 2016	2017/18 LCTS scheme implemented

## Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Assumptions about costs and income levels are incorrect	3 (a high degree of variability and estimation is involved)	3 (adverse or favourable cost affecting the council budget/collection fund)	Monitor trends closely and review scheme each year to make necessary adjustments.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

**Committee: Scrutiny**

**Agenda Item**

**Date: 5 July 2016**

**10**

**Title: Quiet Lanes**

**Author: Lisa Cleaver, Communications Manager,  
01799 510368**

Item for information

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### Summary

1. This report provides an overview of the Quiet Lanes initiative, the criteria for designating a road as a Quiet Lane and the role of the county, district and parish councils.

### Recommendations

2. The report is for information.

### Financial Implications

3. None directly relating to this report, although adoption of a Quiet Lane in the district does have funding implications for the purchase and maintenance of street furniture, potential traffic calming measures and any impact analysis work that may be required.

### Background Papers

4. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

CPRE's Guide to Quiet Lanes – Campaign to Protect Rural England

The Quiet Lanes and Home Zones (England) Regulations 2006

Highways Practice Note 027 Essex Quiet Lanes

### Impact

- 5.

Communication/Consultation	
Community Safety	Quiet Lanes can lead to improved community safety
Equalities	
Health and Safety	Minor roads designated as a Quiet Lanes can improve safety of road users
Human Rights/Legal Implications	
Sustainability	

Ward-specific impacts	There is currently a network of Quiet Lanes in Felsted
Workforce/Workplace	

### General Overview of Quiet Lanes

6. Quiet Lanes are minor rural roads, typically designated “C” class or “unclassified” road appropriate for shared use by walkers, cyclists, horse riders and other vehicles. They can form part of a network of minor rural roads.
7. The aim of Quiet Lanes is to maintain the character of minor rural roads by seeking to contain rising traffic growth that is widespread in rural areas. They are designated by the local highways authority under the Transport Act 2000 – in the case of Uttlesford this designation would come from Essex Highways.
8. Cars are not banned from Quiet Lanes; however vehicle speeds should be kept to low levels, below 35mph. Traffic calming and traffic management measures may be required to achieve these conditions and these should be designed in keeping with the local environment whilst still being effective.
9. Quiet Lanes should be designed to protect and enhance the local character and distinctiveness of the countryside. Signs should, therefore, be discrete whilst indicating clearly to road users that they are in a Quiet Lane. Signs should neither detract from, nor clutter, the countryside.
10. A national Quiet Lane sign has been developed to identify entry into and exit from a Quiet Lane. See Appendix A for examples of these.
11. Designation as a Quiet Lane neither provides the road with any additional legal protection, nor does it alter local authorities’ other powers and responsibilities, for example when implementing traffic calming measures.
12. Appropriate designation enables the local traffic authority to make “use orders” and “speed orders” which will set out authorised uses for the road, a specified speed and the measures to be implemented to control vehicle speed.

### Criteria for proposing a route as a Quiet Lane:

13. The following criteria exists for proposing a Quiet Lane:
  - Less than 1,000 motor vehicles per day
  - Vehicle speeds should be kept to levels appropriate to the mix of uses and activities expected to take place, usually below 35 mph.
  - “C” class road
  - Narrow – single-track is preferred
  - Be rural in character, though they do not necessarily have to be in a rural area
  - Single roads can be designated under the Act, the aim of creating a coherent network of routes for non-motorised users should remain.
  - Traffic calming and traffic management measures may be required to achieve these conditions; these should be designed to be in keeping with the local environment but must still be effective.



## **Essex County Council's current position**

14. Essex Highways facilitates the designation of certain roads as Quiet Lanes. The purpose of the designation is:
- to produce a network of lanes designed to protect and enhance the local character and distinctiveness of the countryside;
  - to protect the amenity of such local rural routes;
  - to enhance/encourage recreational use of those routes;
  - to ensure that the maintenance of the route is appropriate and does not widen/urbanise the route; and
  - to dissuade HGVs and other unsuitable vehicles from using the route.

## **Previous experience in Essex**

15. Essex County Council commenced a Quiet Lanes pilot scheme in Essex during 2004 to 2005. At the time, three key elements were defined for a scheme:
- a. Community involvement to encourage a change in user behaviour.
  - b. Area-wide direction signing to discourage through traffic (this was to be replacement of existing signage rather than additional signage).
  - c. Entry signing to those entering the area to highlight that they may encounter a variety of road users.
16. It was also stated that Quiet Lanes would not be designated in order to:
- a. Calm traffic on busy roads;
  - b. Reduce the number or speed of heavy vehicles;
  - c. Solve traffic problems on individual isolated roads;
  - d. Use urban traffic calming measures;
  - e. Attempt to deny access to motorised users or hinder residents, visitors and business from going about their daily lives; or
  - f. Manage development and diversification in the rural environment.
17. Two groups of pilot schemes were proposed:  
Scheme one – Felsted & Farnham, Manuden and Ugley  
Scheme two - Paglesham, Barling, Hawkwell and Crays Hill
18. At the time of the pilot, the Department for Transport approval was required for such schemes and approval for the Felsted scheme was given in 2007.

## **How Quiet Lanes can be introduced and the role of the district and town/parish councils**

19. All proposals for Quiet Lane designation need to be made via the Local Highways Panel.
20. District, town or parish councils are welcome to submit their requests for roads to become Quiet Lanes via the Local Highways Panel scheme request process, whereby they complete a form and send it on to the relevant Essex County Council Highway Liaison Officer. The current Uttlesford Local Highways Panel Liaison Officer is Rissa Long.
21. Once requested sites are validated and meet the criteria, they are added to the potential schemes list for the Local Highways Panel to consider for funding. It is suggested that as any scheme needs to be developed with the full support of the community. Upon receipt of the request, the local highway authority may need to carry out public consultation for setting up a Quiet Lane.

22. It is generally preferred that requests are made directly by town or parish councils. This indicates that a collective and real need has been identified by the local community.

### **Analysis of its current application in Uttlesford**

23. The Quiet Lanes originally designated in Felsted as part of the 2007 Pilot Scheme One are still in place today. At present, this remains the only designation of Quiet Lanes in Uttlesford.

24. In February 2015, Essex County Council launched a county-wide initiative that aimed to encourage a greater number of Quiet Lane designations on existing country lanes which met the Quiet Lane criteria. As part of this initiative, the County Council asked each of the county's 12 Local Highways Panels to identify and propose two roads to be considered Quiet Lanes. The Uttlesford Highways Panel met on 23 March 2015 and this was raised by the Highways Liaison Officer for Uttlesford. Members agreed at the meeting that identifying two roads and proposing the Quiet Lanes was a complex issue and that careful consideration was needed to decide where the lanes would be, if any. The Panel concluded that more information was needed although it is not clear from the minutes that anyone was tasked with preparing a proposal.

25. The meeting minutes from 22 June 2015 show no mention of the Quiet Lanes initiative, and the issue appears not to have been discussed further.

26. In the meeting minutes from 21 September 2015, it was noted that Littlebury Parish Council had put forward two sites to be considered as designated Quiet Lanes and that ECC was evaluating the proposals.

27. The Quiet Lanes proposals for Littlebury were not subsequently included on the list for funding and no reasons as to their exclusion were evident. In preparing this report, the Highways Liaison Officer for Uttlesford was spoken to, who confirmed that the Uttlesford Highways Panel had agreed not to proceed with the initiative and the Littlebury Parish Council proposals were taken off the scheme list for funding. It was decided that alternative local highways projects in the district were more of a priority at the time.

28. The Highways Liaison Officer for Uttlesford also provided a brief analysis as to why the scheme was not fully supported by other parish councils at the time explaining that despite the aims and benefits of Quiet Lanes, parishes were dissuaded by additional street signage and felt that this was not in keeping with either the character or appearance of the area. Parishes lost interest in pursuing the concept as it would mean installing street furniture in areas which are currently rural in nature.

29. There was also the consideration that anything installed on the highway becomes a maintenance liability. Since there is no legal stature for Quiet Lanes signage, it was considered likely that the replacement of damaged or stolen street furniture would not be considered a high priority.

30. The Highways Liaison Officer concluded that she was not aware if ECC reached a conclusion on the success of the original trial. In addition, analysis on a national level is inconclusive as to whether it is an effective concept for further application.

31. Quiet Lanes pilot schemes established in Norfolk and Kent were fully monitored. The main results, as listed in Highways Practice Note 027 Essex Quiet Lanes, show that:

- There had been no change or a small decrease in measured traffic on Quiet Lanes
- Little change had been measured vehicle speed on Quiet Lanes
- Support had existed for the scheme locally, but a third of respondents in Norfolk and half of respondents in Kent said the schemes were not working.

32. The document also included the following further observations:

- *“Overall the quiet lanes pilot schemes should be viewed as a partial success. They have achieved some of their aims, but not the expectations of stakeholders.”*
- *“Quiet lanes are not intended as a traffic calming device and should not be used where traffic flow and/or speeds are already a problem”*
- *“The concept is now intended to preserve the status quo on these lanes rather than to be a means of controlling speeds or traffic flows”*

### **Risk Analysis**

There are no risks associated with this report.



## Appendix A:

A national Quiet Lane sign has been developed to identify entry into and exit from a Quiet Lane.





**Committee: Cabinet**

**Agenda Item**

**Date: 14 July 2016**

**11**

**Title: Grants**

**Portfolio Holder: Cllr Lesley Wells**

**Key decision: No**

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## Summary

1. The council administers a range of grant funding schemes to support the voluntary sector, charities and community groups.
2. Total funding across the six grant schemes is in the region of £525,000 per year, with more than half of this comprising the Voluntary Support Grant Scheme which provides funding to larger charities and voluntary organisations working in the district.
3. In addition to these schemes, but outside the scope of this report, the council also awarded in 2015/16 an additional £150,000 through the Members New Homes Bonus Scheme and the Saffron Walden Pig Market Charity, making the total given to good causes almost £675,000.
4. With the restructure of the council's Community Partnerships department, responsibility for grants administration has moved into the Leisure and Performance team. A review of processes and practices has been undertaken to establish the council's current approach and consider where improvements can be made.
5. This report contains recommendations to refine processes relating to the grant schemes, including addressing governance issues, but should be viewed as the start of a longer term process to review the way grants are managed and administered by the council and the authority's relationship with the voluntary sector. This review will consider how the council can more effectively target resources at the voluntary sector to both strengthen the sector and assist the council to achieve its corporate objectives.

## Recommendations

6. Officers are instructed to develop a new Grants Policy to centralise the various guidance documents that exist, set out how grant funding should be used to support the council's key corporate aims and objectives and the criteria and timetable for awarding grants under the different schemes.
7. The specific recommendations relating to each type of grant are approved as per paragraphs 31, 38, 44, 47, 52 and 56:

Paragraph	Grant Scheme	Recommendations
31	Voluntary Support Grants	From 2017/18 Voluntary Support Grants are offered for a two year rolling period. Applications for the next financial year are made by the end of September of the current financial year, ie. for 2017/18

		<p>applications must be made by 30<sup>th</sup> September 2016. Budgets can then be set on an actual allocation forecast, not exceeding the level of funding available in 2016/17.</p> <p>Groups making requests for funding present their applications formally to an award panel (see next bullet point). This presentation would focus on how the funding would be spent/utilised over the two year period and support the funding aims identified in the application.</p> <p>A Committee of the Cabinet is established to act as the award panel.</p> <p>Funding will only be considered if applicants can demonstrate how their work will contribute towards the council meeting its corporate objectives.</p> <p>Formal feedback on the outcomes achieved by each organisation (in whole or part) through the grant is submitted within an agreed timescale. Failure to demonstrate the criteria have been met may result in the second year of funding being withdrawn</p>
38	Community Project Grants	The Director Finance and Corporate Services is given delegated powers to approve Community Project Grants in consultation with the Cabinet Member for Communities and Partnerships, except where the application is in the Cabinet Member for Communities and Partnerships' ward, in which case the Cabinet Member for Finance and Administration will fulfil this role.
44	Leisure and Cultural Grants and Sports Grants	The Director Finance and Corporate Services is given delegated powers to approve Leisure and Cultural Grants and Sports Grants in consultation with the Cabinet Member for Communities and Partnerships.



47	Youth Travel Grants	The Director Finance and Corporate Services is given delegated powers to approve Youth Travel Grants.
52	Youth Grants	The Director Finance and Corporate Services is given delegated powers to approve Youth Grants in consultation with the Cabinet Member for Communities and Partnerships.  Officers are instructed to further examine this grant scheme in order to ascertain the most appropriate use and bring further recommendations back to Cabinet.
56	Other Grants	The current allocation of funds to these groups is reviewed to ensure that continued support is still appropriate and if so at what level.  Recommendations covering these grants, including governance, will be brought back to Cabinet.

### Financial Implications

- There are no recommendations in this report which would change the budgeted amount available for grant funding

### Background Papers

- The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

None

### Impact

- 

Communication/Consultation	Major voluntary sector organisations have already been contacted regarding proposed changes to the Voluntary Support Grants scheme. Further consultation will be required to progress changes to grant
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	award schemes in the coming years
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	Formalisation of some decision-making processes, including delegated powers to officers, are proposed in this report

## Situation

11. Grants are offered by the council through various schemes to support local charities, voluntary organisations, clubs and individuals for the benefit of the Uttlesford community.
12. This report covers the following six schemes administered by council officers:
  - Voluntary Support Grants
  - Community Project Grants
  - Leisure and Cultural Grants
  - Sports Grants
  - Youth Travel Grants
  - Youth Grants
13. In addition to these six schemes, the Member New Homes Bonus Scheme provides £3,000 annually to each of the authority's 39 councillors to be spent in their ward. This scheme has been the subject of previous Cabinet consideration and is not covered in this report. The council is also the sole trustee of the Saffron Walden Pig Market Charity and income received by this charity is awarded to local groups. For 2015/16 the amount of £33,749 was awarded to the Citizens Advice Bureau.
14. Invitation to apply for community and voluntary grants is offered via the council's website, local press releases, directly through council members and through the Council for Voluntary Service Uttlesford. The administration of all grant applications has recently been transferred to the Leisure and Performance department with the exception of Youth Grants which recently transferred to the Assistant Chief Executive – Legal service area. Previously all grants were managed by the Community Partnerships Team.
15. The council does not currently have a Grants Policy to support its strategic aims with regards to grant allocation and management. Officers believe it would be of benefit to have such a policy in place.

16. Current grants processes have been reviewed by the Leisure and Performance Manager and Assistant Director of Corporate Services. It has become apparent through this work that there is a need for formal confirmation of some aspects of decision-making. Recommendations are set out in this report.
17. In addition to addressing these governance matters, officers have identified specific changes to the key grant scheme – the Voluntary Support Grants – in order to better reflect the council’s projected financial position in coming years, ensure grant applicants are providing services which help the council meet its corporate objectives and provide them with more time between application decision and the start of the new financial year
18. The council’s grant funding provision is generous, with a total revenue budget for 2016/17 of £414,120, plus £110,000 in the Capital budget programme.
19. This table shows Uttlesford’s total revenue budget and its spending on revenue community grants in the last audited year (2014/15) compared to neighbouring or similar sized councils where the information could be found:

<b>Authority</b>	<b>Voluntary Sector Grants (£)</b>	<b>2014/15 Total Revenue Budget (£)</b>	<b>% spend</b>
Maldon	84,217	8,530,000	1.0%
East Herts	327,221	18,887,000	1.7%
Castlepoint	133,886	10,720,000	1.2%
Braintree	337,000	14,653,000	2.3%
<b>Uttlesford</b>	<b>351,355</b>	<b>8,207,697</b>	<b>4.3%</b>

20. This initial review of grants should be viewed as the beginning of a wider analysis of the council’s relationship with the voluntary sector. Given the predicted financial impact of changes to local authority funding in coming years, it will be necessary to examine both the amount of money and the way the council allocates it to ensure grant funding is being used for the maximum possible benefit in delivering key corporate objectives and meeting the needs of the community.
21. Matters such as the sustainability of services provided by the voluntary sector and opportunities to use council grants for match-funding will become of increasing importance. During the proposed two-year period for the new Voluntary Sector Grants (see below) officers will further review all grant funding schemes.
22. The following sections of this report detail the six main grants and make specific recommendations for each of them.

## **Voluntary Support Grants**

23. The council’s largest budgetary commitment for grants is the Voluntary Support Grants scheme. This has previously been managed on a three year basis. Applications are made by voluntary groups in the district outlining their funding requirements for the three year period. Applications are reviewed to ensure specific criteria will be met before being approved by Members. Recipients are requested to submit quarterly

'balanced scorecards' containing information on KPIs developed for each organisation. These are reviewed to ensure adherence to the scheme. The groups receiving the grants have then been invited to update Members regarding achievement of their funding objectives at the end of each financial year during the grant period. There is no funding limit set for individual applications and awards under the previous three year scheme have ranged from £3,000 a year to £115,000 a year.

24. The latest three year period ran from 2013/14 to 2015/16. Due to this review, it was agreed that an additional year's funding would be awarded to each of the organisations for 2016/17. Therefore the new grant period is due to begin in April 2017. The budget for Voluntary Support Grants in 2016/17 is £281,927 and there are 11 charities and voluntary organisations which receive it. These include the Uttlesford and East Herts Citizens Advice Bureaux, the Volunteer Centre Uttlesford, Uttlesford Community Travel, Support 4 Sight, the Council for Voluntary Service Uttlesford and the Volunteer Centre Uttlesford. See Appendix A.
25. The council holds a contingency budget for Voluntary Support Grants. The original budget for 2015/16 was £107,740, of which £50,000 was allocated to Youth Grants (see separate section below). This contingency fund was established for use in instances where an applicant's circumstances may have changed during the funding period and additional funds were being requested, or for new applications approved during the scheme period due to exceptional circumstances.
26. During the review officers identified areas in the process which it is recommended the council addresses.
27. The council's Medium Term Financial Strategy (MTFS) predicts a £700,000 shortfall in funding in 2018/19 due to reductions in core funding. Although the MTFS contains assumptions about changes in funding, for example with regard to New Homes Bonus, the council is not currently in a position to commit to high levels of long term funding. Therefore it is proposed that the period for the next round of Voluntary Support Grants is restricted to two years. However, it is also proposed to make the scheme a rolling programme to help organisations plan for the future.
28. The end of year presentation evening by grant recipients, while providing an opportunity for organisations to network, does not necessarily add value to the process. The decision whether to award grants has in the past been based on paper applications with no opportunity for Members to directly question the applicants before deciding whether to award grants.
29. Previously, Voluntary Support Grant decisions have been made at the end of a calendar year. There would be benefit in bringing the application and decision period forward in the council year. This would enable the council to align the grants process with its budget setting processes and the organisations making applications would have more notice before the start of the next financial year as to whether or not their application had been successful.
30. Previously grants have been approved by a panel of Cabinet Members. In order to formalise this arrangement, a Committee of the Cabinet should be established to make these decisions.
31. Recommendations for the Voluntary Support Grants process:

- From 2017/18 Voluntary Support Grants are offered for a two year rolling period.
- Applications for the next financial year are made by the end of September of the current financial year, ie. for 2017/18 applications must be made by 30<sup>th</sup> September 2016. Budgets can then be set on an actual allocation forecast, not exceeding the level of funding available in 2016/17.
- Groups making requests for funding present their applications formally to an award panel (see next bullet point). This presentation would focus on how the funding would be spent/utilised over the two year period and support the funding aims identified in the application.
- A Committee of the Cabinet is established to act as the award panel.
- Funding will only be considered if applicants can demonstrate how their work will contribute towards the council meeting its corporate objectives.
- Formal feedback on the outcomes achieved by each organisation (in whole or part) through the grant is submitted within an agreed timescale. Failure to demonstrate the criteria have been met may result in the second year of funding being withdrawn

### **Community Project Grants**

32. The Community Project Grant Scheme is for larger planned projects within the community such as the development of land for recreational purposes, children's play areas or refurbishment of facilities. Funding amounts are offered from £100 up to a maximum of £3,500.
33. The Community Project Grants are currently funded through the council's Capital Programme and are decided on an annual basis. Applicants have three months from the start of the new financial year to make applications.
34. Requests for funding are considered by the Cabinet Member for Communities and Partnerships and final approval given by the Leader of the Council.
35. Spend in the previous years has been £80,558 (2014/15) and £74,131 (2013/14). The unaudited spend 2015/16 is £130,649. This is against an annual budget of £110,000. However, because this scheme is funded from Capital, the grant awards are not limited to in-year spend and therefore may include an element of funding rolled over from one year to the next. See Appendix B.
36. During the review, senior finance officers expressed a view that this scheme should no longer be funded from Capital. Therefore from 2017/18 the Community Project Grants budget will transfer to the revenue budget which contains the funds from the other grants schemes. This will not have an impact on applicants.
37. Officers do not propose making any other changes to the way this scheme is administered except with regard to formalising decision-making arrangements.
38. It is recommended that for the Community Project Grants process:
  - The Director Finance and Corporate Services is given delegated powers to approve Community Project Grants in consultation with the Cabinet Member for Communities and Partnerships, except where the application is in the Cabinet Member for Communities and Partnerships' ward, in which case the Cabinet Member for Finance and Administration will fulfil this role.

## **Leisure and Cultural Grants and Sports Grants**

39. Leisure and Cultural grants are available to support talented individuals, non-profit-making organisations and local charities providing services to/for the community and/or for the purpose of assisting the arts and cultural clubs. Sports grants are designed for sporting organisations and individuals who want to develop further by purchasing new equipment, undertaking training or delivering courses in the local community.
40. Both grant schemes are considered on a monthly basis and applications for funding can be no larger than £500. Each applicant is only permitted to apply for one grant each year. Applicants must have match-funded the grant but not with any other sources of money received from Uttlesford District Council, such as through the ward member New Homes Bonus scheme.
41. These two grants are administered on a single budget line totalling £12,250 a year, increased from approx. £9,500 in 2014/15. Despite the increase in available funding, applications have not increased and annual spend has been between £8,000 and £8,500 for the last two financial years, split evenly between both grant types. See Appendix C.
42. The schemes are currently administered by the Community Development Officer in consultation with the Cabinet Member for Communities and Partnerships.
43. Officers do not propose making any changes to the way this scheme is administered except with regard to formalising decision-making arrangements.
44. It is recommended that for the Leisure and Cultural and Sports Grants process:
  - The Director Finance and Corporate Services is given delegated powers to approve Leisure and Cultural Grants and Sports Grants in consultation with the Cabinet Member for Communities and Partnerships.

## **Youth Travel Grants**

45. Youth Travel Grants offer the opportunity for groups or clubs to apply for funding of up to £200 for the hiring of transport or cost of fuel when carrying members of the organisation. Applications are limited to one per year per organisation. The £1,000 budget for this grant currently sits within the Community Safety budget although the administration of the scheme has recently transferred to the Community Development Officer and the budget will be transferred into the corporate Grants budget for 2017/18. The budget was fully spent in 2015/16. See Appendix D. Due to the small sums of money involved it is not considered necessary for Cabinet Member involvement in this scheme.
46. Officers do not propose making any changes to the way this scheme is administered except with regard to formalising decision-making arrangements.
47. It is recommended that for the Youth Travel Grants:
  - The Director Finance and Corporate Services is given delegated powers to approve Youth Travel Grants.

## **Youth Grants**

48. The Youth Grants scheme supports organisations working with young people in the district, such as youth clubs, sports groups and Scouts/Guides. The budget of £50,000 currently sits in the Contingency grants budget line. There is a notional split in the

funding of £10,000 to support new clubs and £40,000 to support existing clubs. See Appendix E.

49. Administration of the scheme has recently transferred to the Assistant Chief Executive – Legal service area following the redistribution of functions previously undertaken by the Community Partnerships Team. As such it is the only one of the six grant schemes covered in this report not administered by the Leisure and Performance Team. Application paperwork may not be consistent with other grant schemes and there has previously been little Member involvement in considering awards, which range from £1,000 to £7,500. Therefore officers propose to transfer administration to the Community Development Officer so the council has a consistent approach to grants administration. In addition, decision-making arrangements need to be formalised.
50. Currently, the Youth Grants scheme can be used by sports clubs working with young people, allowing them to access sums of money larger than the £500 limit for the Sports Grants. However, having reviewed the council's grants schemes, officers are of the view that it may be better to manage all sports-related requests for funding through a single grant by transferring part of the Youth Grants budget to Sports Grants, increasing the maximum grant level for Sports Grants and limiting applications for Youth Grants to non-sports groups.
51. Officers will need to further analyse patterns of applications and spending in order to establish the most appropriate way to achieve this.
52. It is recommended that for Youth Grants:
  - The Director Finance and Corporate Services is given delegated powers to approve Youth Grants in consultation with the Cabinet Member for Communities and Partnerships.
  - Officers are instructed to further examine this grant scheme in order to ascertain the most appropriate use and bring further recommendations back to Cabinet.

## **Other Grants**

53. In addition to the six grants schemes covered by this report, there are two standalone grants the council makes to individual organisations.
54. These are the Thaxted Festival (£3,000 funding per year) and the Dunmow Maltings/Museum (£3,750 per year). The original approval for grants to be given to these organisations was given by Members in 2007 and in 2013 Cabinet expressed a wish to maintain them.
55. There has been no formal review of these grants and officers consider it appropriate to consider them further.
56. Recommendation for Other Grants:
  - The current allocation of funds to these groups is reviewed to ensure that continued support is still appropriate and if so at what level.
  - Recommendations covering these grants, including governance, will be brought back to Cabinet.

## Risk Analysis

57.

Risk	Likelihood	Impact	Mitigating actions
Governance arrangements are not sufficiently robust	1	3	The proposed changes formalise existing processes, improving accountability, value for money and transparency
Major grant funding awards do not contribute towards the council's objectives	2	3	Additional application steps outlined in this report will improve the decision making process

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.



Voluntary Support Grants – three year programme to 15/16. 2016/17 funding is a one-off award at the level of 15/16 funding

Organisation	Funding received 2012/13	Requested 2013/14	Requested 2014/15	Requested 2015/16	Members Agreed Funding Yr 1	Members Agreed Funding Yr 2	Members Agreed Funding Yr 3
Catch22	£20,000 2011/12	£20,000	£20,000	£20,000	20,000	£20,000*	£10,000 then following 6 month review another £10,000 available
Council for Voluntary Service, Uttlesford	£26,620	£35,550	£36,083	£36,624	27,000	£28,000	£32,000
Uttlesford Carers UK		£3,000	£10,000	£10,000	3,000*	£3,000*	£5,000*
Uttlesford Community Travel	£35,470 plus £12,000 vehicle replacement	£36,000 plus £13,000 vehicle replacement	£37,000 plus £13,000 vehicle replacement	£38,000 plus £13,000 vehicle replacement	36,000	£37,000 £13,000 + vehicle replacement	£38,000 £13,000 + vehicle replacement
Uttlesford Citizen Advice Bureau	£80,220	Core generalist & debt advice services					
		£112,902	£115,162	£117,478	112,902	£115,162	£117,487
		CAB Money Advice Project					£5,000 Money Dr project
	£22,037	£19,535	£5,000	22,037	£19,535	£5,000	
Volunteer Centre Uttlesford	£5,980	£15,000	£15,500	£16,000	10,000	£10,500	£14,000
Support 4 Sight	£10,000	£20,000	£20,600	£21,300	10,000	£10,500	£11,000
East Herts Citizens' Advice Bureau	£10,970	£11,000	£11,220	£11,440	11,000	£11,200*	£11,440*
Saffron Walden Mencap Society	Nil	£1,100	£1,150	£1,200	Nil	Nil	Nil
Dig It	Nil	£64,000	£64,000	£64,000	Nil	Nil	Nil
Home-Start Uttlesford	£3,000	£3,000	£3,000	£3,000	£3,000	£3,000	£5,000
Voluntary Sector Training	Nil	£11,105	£11,273	£11,446	£5,500	£5,750*	£6,000*

Voluntary Support Grants – three year programme to 15/16. 2016/17 funding is a one-off award at the level of 15/16 funding

Crossroads Care East Anglia	£10,600	£12,900	£13,500	£14,200	£11,000*	£11,500*	£12,000*
					<b>£271,439</b>	<b>£275,147</b>	<b>£281,927</b>

\* Must be spent within Uttlesford

+ Not included, taken from another budget

Community Project Grants 2015/16

Reference Number	Organisation	Reason	Amount Required	Grant allocated
CPG/15/001	Chrishall Village Hall Committee	Refurbishment of village hall storage, entrance and flooring	£3500	£3500
CPG/15/002	Stansted Day Centre	Works to main doors to comply with disabled access and replace curtains and blinds	£3500	£3500
CPG/15/003	The Arts Centre	Installation of parking controls	£649	£649
CPG/15/004	Stansted Parish Council	Installation of fitness equipment	£3500	£3500
CPG/15/005	Stebbing Parish Council	Replace safer surfacing in two play areas	£2600	£2600
CPG/15/006	999 SQUADRON	Expand capacity to run and enable cadets to participate in advanced levels of D of E and adventure training by purchasing tents and expedition equipment	£3500	Nil
CPG/15/007	Saffron Walden Town Council	Repairs and make watertight pavilion and summerhouse. Paint CCTV camera poles	£3500	£3500
CPG/15/008	Saffron Walden Town Council	Assist with second year of funding costs to enhance display Christmas lights	£3500	£1000
CPG/15/009	Thaxted Parish Council	Resurfacing car park in Park Street and at the recreational ground	£3,500	£3500
CPG/15/010	Broxted Parish Council	Wooden floor in main hall to strip, repair minor bits of damage and re-seal	£1000	£1000
CPG/15/011	Uttlesford Buffy Bus Association	Paediatric first aid and safeguard training. Purchase musical equipment and CD player	£801.75	£801.75
CPG/15/012	Great Chesterford Recreation Ground Trust	Replace safer surfacing under toddler swing	£1825	£1825
CPG/15/013	Clavering Village Hall	Essential electrical works to village hall following 5 year review	£885	£885
CPG/15/014	Elsenham Community Association	Complete interior redecoration and replace storage heater covers in the memorial hall	£1500	£1500
CPG/15/015	Accuro (Care Services)	Cost towards building and workshop for the community gardening project	£3500	£3500
CPG/15/016	Takeley Village Hall	2 <sup>nd</sup> phase of building works and professional fees namely creation of front entrance, reordering toilet accommodation, new storage area, <del>Page 13</del> of meeting room, new side entrance/meeting room, improvement to drainage	£3500	£3500

Community Project Grants 2015/16

CPG/15/017	The Sampfords Parish Council	To develop a hard standing area for cars in the church yard to be open for all residents to use	£2250	£2250
CPG/15/018	High Easter Village Hall	To complete the extension to the stage	£960	£960
CPG/15/019	Saffron Walden Town Council	Replacement of old defective windows and fascia boards at Golden Acre Community Centre	£3500	£3500
CPG/15/020	Saffron Walden Town Team	Christmas lights on George Street and Hill Street	£2600	£2600
CPG/15/021	Arkesden Parish Council	Purchase of defibrillator	£250	£250
CPG/15/022	Manuden Village Hall and Sports Trust	Cut back the trees along the boundary of the children's play area. Replace existing fencing around play area	£3,500	£3500
CPG/15/023	Radwinter Recreation Ground Charity	Purchase and install zip wire as part of a bigger playground project	£3,217	£3217
CPG/15/024	Hatfield Broad Oak Village Hall	Undertake repair work to the roof of the bar store at the village hall	£999	£999
CPG/15/025	Hatfield Broad Oak Parish Council	To create an entrance to the village green compliant with conditions 5, 6, and 7 of planning permission	£3500	Nil
CPG/15/026	Local Food (& More) Co-operative	Towards development phase costs (bread oven, shed construction and electricity supply)	£3,500	£3500
CPG/15/027	Elmdon Village Hall	Improvements to the energy efficiency of the hall – replace rear door frame, insulate the roof void, purchase electric fan heaters	£950	£950
CPG/15/028	Chrishall Parish Council	Renovation and enhancement of facilities to include internal walls/doors to create community library; museum/history unit; parish office and separate toilet	£3500	£3500
CPG/15/029	Chrishall Parish Council	Provision and installation of fencing, hedging, gates and bench to Chrishall burial ground	£2,837.40	Nil
CPG/15/030	Chesterfords Community Centre	Purchase new chairs and trolley for the centre	£852	£852
CPG/15/031	Wimbish Parish Council	Planting of bulbs to verges and areas around Wimbish	£487	£487
CPG/15/032	Littlebury Parish Council	Replacement of height restriction barrier	£487.50	£487.50
CPG/15/033	Sewards End Parish Council	Improvement works to village green - fertilise and seed	£708	£708
CPG/15/034	Saffron Walden	Construction of a raised vegetable bed at One Minet	£1,000	£1000

Community Project Grants 2015/16

	Skate Park	Skate Park		
CPG/15/035	Ashdon Windmill Trust Ltd	Restoration of cast iron cogs of mill driving mechanism and design and making of canvas sails to collect wind power	£2,000	£2000

Community Project Grants 2015/16

CPG/15/036	Uttlesford Foodbank	Shelving for foodbank warehouse	£680	£680
CPG/15/037	Fairycroft House Community Interest Company	As part of a bigger project in developing Fairycroft House money is being sought to purchase equipment for the recording studio	£3,397	£3397
CPG/15/038	High Roding & Great Canfield WI	Replace side walls, windows and exit doors	£3,500	£3500
CPG/15/039	Debden Village Hall Group	Construction of new memorial hall to replace the existing one. The grant would be used towards the final stages of preliminary fees and planning application.	£3,500	£3500
CPG/15/040	Tang Ting Twinning Association	Replacement of outdated IT and presentation equipment associated software for language tuition as well as funding ESOL classes	£1800	£1800
CPG/15/041	Duddenhoe End Village Hall	Repair and refurbishment to exterior feather board timber walls	£3500	£3500
CPG/15/042	Little Easton Parish Council	Replacement of rear boundary fence for war memorial	£1725	£1725
CPG/15/043	Great Dunmow Town Team	Christmas Light switch on. To install lights, have them tested, removed, insurance as well as have refreshments and entertainment in High Street and Market Place.	£2000	£2000
CPG/15/044	Rowena Davey Day Centre	Replace chairs	£3500	£3500
CPG/15/045	Farnham Parish Council	To provide a path for access to the play area which at this moment in time cannot be used during the winter months and in inclement weather, especially for people with pushchairs and wheelchairs as it is only accessed over grass	£2,625	
CPG/15/046	Ashdon Parish Council	Replace springer in play area	£750	£750
		<b>Total</b>	<b>£94,235.65</b>	£92,498.25

**£97,000 in the budget**

### Leisure & Cultural and Sports Grants 2015/16

Grants allocated to date		Amount (£)	Company/Charity Number
Great Easton Carpet Bowls Club	Purchase wind-up storage unit for bowls carpets	425	
Max Bennet – Skater hockey	Costs towards representing Great Britain under 23 squad at the AAU Junior Olympics and World Cup championships held in California at roller hockey.	500	
Hatfield Broad Oak Football Club	Help fund goal suitable for under 11 and 12's football.	500	
Jasmine Cressey – Ice skating	Assistance in purchasing ice skating equipment to compete with the GB squad. Jasmine is the youngest highest ranked ice skater in GB and will be competing in Paris, Austria, Hungary and Budapest as well as Scotland, Wales and London.	375	
Saffron Walden Initiative	Funding towards the “Dance in the Square” in Saffron Walden on 29 August 2015	500	03340325
Music@Stansted	Costs towards putting on four concerts for 2015/16 season by national and international artists	500	
Newport Tennis Club	Purchase table and chairs, two new benches and storage box	500	
Flitch Fives (Indoor Football)	Purchase 8 x 4 indoor goal post for group and community use.	75	
Langley Community Centre	Purchase sports equipment and storage boxes for community to use and undertake sports days	250	
Little Hallingbury Cricket Club	Hire practice nets for youth section.	420	

Saffron Walden Cricket Club	Purchase additional cricket nets as they now have 300 junior members, 100 plus senior and 32 teams.	500	1157468
Saffron Walden Town Football Club	Currently they have around 200 player and 30 volunteer coaches. Funding more coaches to qualify for FA level 1 and 2 training course.	500	
Saffron Walden Town Team	Costs towards put on Cinema in the Square, Jazz and Blues and Theatre in the Square performances.	500	
Stansted Mountfitchet Local History Society	Cost towards the of production of a book on the history of Stansted from WW2 to the present day	500	
The Dunmow Flich Trials	Associated costs of putting on the Dunmow Flich Trials such as the hire of marquees, chairs, publicity, refreshments, clothing insurance etc.	500	
Battle Assandun	Re-enactment of the battle of Assandun with 60 warriors and a Living History Encampment demonstrating crafts and skills.	500	
Theo Cannin	Attend summer intensive camp to train with the Bolshi Ballet in America	500	
Cambridge Trampoline Club (Saffron Walden Branch)	To purchase new trampolines for Saffron Walden Club	500	
	Total in budget	£12,250	
	Total spent	£8045	



**+Travel Grants Awarded 2015/16**

<b>Name</b>	<b>Charity No.</b>	<b>Reason</b>	<b>Amount</b>	<b>Date Paid</b>	<b>Invoice &amp; application received</b>
1 <sup>st</sup> Clavering Brownies	306016	Myths and magic weekend in Surrey	£200	25/6/15	25/6/15
Saffron Walden District Scouts (Summit Explores)		Hill walking in the Yorkshire Dale	£200	30/6/15	30/6/15
1 <sup>st</sup> Widdington Guides	306016	Annual Summer Camp	£200	22/11/15	17/11/15
Gemini Youth Support Services	N/A	Trip to Corby's skate park whilst Stansted one was being built	£200	15/10/15	14/10/15
Thaxted Youth Club	301413A	Activity weekend	£200	17/11/15	17/11/15

Total available budget is £1,000



**Uttlesford District Council  
Youth Grants NPI - 2014 to 2015**

Department	Time Period of Grant	Date Paid	Recipient	Recipient registration number	Project	Value (£)
Community Partnerships	Financial Year 2014 /15	Nov 2014	Stansted PC		Match funding Stansted Parish Council to commission youth services in Stansted Mountfitchet	£7,500.00
Community Partnerships	Financial Year 2014 /15	Dec 2014	Swans Netball Club		To provide training for volunteers to become umpires and coaches	£2,238.00
Community Partnerships	Financial Year 2014 /15	Dec 2014	Dunmow Atlantis		To provide training for coaches to coach at a higher standard and senior members to take their first coaching badges	£2,500.00
Community Partnerships	Financial Year 2014 /15	Jan 2014	Stansted Skatepark		Pump priming to enable volunteers to establish a working committee to oversee the construction and running of the new skatepark	£2,000.00
Community Partnerships	Financial Year 2014 /15	Dec 2014	Takeley YC		Year 2 funding to provide ongoing support to an NPI [New Provisions Initiative] project run entirely by volunteers	£2,560.00
Community Partnerships	Financial Year 2014 /15	Jan 2015	SW District Guides		To provide training for volunteer leaders and senior scouts with the intention of making the service more sustainable	£5,000.00
Community Partnerships	Financial Year 2014 /15	Feb 2015	EABGC	<b>Charity no 301447</b>	To Provide Sports and Arts resource bags to voluntary youth groups in Uttlesford	£1,751.00
Community Partnerships	Financial Year 2014 /15	Mar 2015	Newport YC		To provide ongoing resources /support to the project	£2,000.00
Community Partnerships	Financial Year 2014 /15	Feb 2015	Thaxted YC		To provide ongoing resources /support to the project	£3,000.00
Community Partnerships	Financial Year 2014 /15	Feb 2015	Wendens Ambo YC		Pump priming to enable volunteers to establish a working committee and resource base for new project	£2,869.00
Community Partnerships	Financial Year 2014 /15	Mar 2015	SWTFC		To provide training for adult volunteers and senior members to become umpires and coaches	£2,500.00
Community Partnerships	Financial Year 2014 /15	Jan 2015	Stansted Hall & Elsenham CC		To provide training for volunteers to become umpires and coaches	£1,500.00
Community Partnerships	Financial Year 2014 /15	Mar 2015	Hatfield Broad Oak FC		To provide new equipment to enable the club to expand it's offer to a wider age range	£1,500.00
Community Partnerships	Financial Year 2014 /15	Mar 2015	Hatfield Broad Oak Ch'uan Do Kung Fu Club		To provide new more suitable equipment to replace existing	£1,500.00
Community Partnerships	Financial Year 2014 /15	Mar 2015	Saffron Trails		To provide security and maintenance provision for water and tools at an outdoor location	£1,000.00
Community Partnerships	Financial Year 2014 /15	Mar 2015	Saffron Walden Young Carers		Pump priming to enable volunteers to establish a working committee and resource base for new project	£2,000.00
Community Partnerships	Financial Year 2014 /15	Feb 2015	Thaxted YC Boxing		To provide additional equipment	£2,000.00
Community Partnerships	Financial Year 2014 /15	Jan 2015	Braintree & Uttlesford BUDS		To provide volunteer specialist training	£1,000.00
Community Partnerships	Financial Year 2014 /15	Mar 2015	West Essex Mind	<b>Reg no 4369554 Charity no 1091154</b>	To provide a free training [Mental Health First Aid Kit] offer to the Uttlesford Voluntary sector	£4,200.00
Community Partnerships	Financial Year 2014 /15	Mar 2015	Great Chesterford YC		To provide ongoing resources /support to the project	£1,000.00
<b>TOTAL</b>						<b>£49,618.00</b>

