

# Public Document Pack

**Democratic Services Section  
Chief Executive's Department  
Belfast City Council  
City Hall  
Belfast  
BT1 5GS**

3rd April, 2017

## **MEETING OF PEOPLE AND COMMUNITIES COMMITTEE**

Dear Alderman/Councillor,

In addition to those matters previously notified to you, the following item(s) will also be considered at the meeting to be held at 4.30 pm on Tuesday, 4th April, 2017.

Yours faithfully,

SUZANNE WYLIE

Chief Executive

### **AGENDA:**

#### **5. Finance**

- (a) Community Development Grants Programme - 1st April - 30th June, 2017  
(Pages 1 - 18)

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<b>Subject:</b>	Community Development Grants Programme: - 01 April 2017 to 30 June 2017
<b>Date:</b>	4 April 2017
<b>Reporting Officer:</b>	Nigel Grimshaw, Director City & Neighbourhood Services Department
<b>Contact Officer:</b>	Cate Taggart, Community Development Manager

<b>Restricted Reports</b>	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Some time in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

<b>Call-in</b>	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	To provide an update on the Community Development Grants Programme funding allocation based on the interim financial contract arrangements with the Department for Communities.
<b>2.0</b>	<b>Recommendations</b>
2.1	<p>The Committee is asked to;</p> <ul style="list-style-type: none"> <li>• Note the limited offer of Community Support Grant income from DfC and agree to;             <ul style="list-style-type: none"> <li>i. extend existing grant contracts to 30 June 2017 to organisations in receipt of Generalist Advice, Capacity and Community Building Revenue grants;</li> <li>ii. extend existing contracts to non-grant support organisations to 30 June</li> </ul> </li> </ul>

	<p>2017; and</p> <p>iii. progress small grants contracts for Summer scheme and project grants.</p> <p>A further report will be presented to Committee when we receive information from DfC regarding future allocation of funding.</p>
<b>3.0</b>	<b>Main report</b>
3.1	<p><b>Overview</b></p> <p>In the absence of the Budget Act, the Permanent Secretary for the Department of Finance has released interim funding. Council has received its Letter of Offer from the Department for Communities noting an allocation of £351,000 to cover the period 01 April to 30 June 2017. This inhibits Council from offering 12month contracts to organisations and may impact on the implementation of the Small Grants element of our grants programme.</p>
3.2	<p>Council has agreed a budget of £3,061,979.21 towards the delivery of the Community Development Grants Programme 2017/18. The budget is made up from the following sources of funding;</p> <ul style="list-style-type: none"> <li>– £1,404,000 from the Department for Communities under the Community Support Programme,</li> <li>– £1,657,979.20 from Council</li> </ul>
3.3	<p>The Community Development Grants Programme contains the following grant Categories:</p> <ul style="list-style-type: none"> <li>– Generalist Advice</li> <li>– Capacity Support</li> <li>– Community Buildings Revenue</li> <li>– Small Grants (inc Summer Scheme and Community Development Project Grants)</li> </ul>
3.4	<p>The Revenue budget also covers our non grant support for the sector via current financial support arrangements with organisations who deliver services on our behalf across the city in respect of;</p> <ul style="list-style-type: none"> <li>– Independently managed community centres</li> <li>– Anchor Tenants and</li> <li>– Service Level Agreement with Play Resource Warehouse</li> </ul>
3.5	<p>In February 2017, committee agreed that officers would advise Community Development Grant supported organisations that funding contracts will be offered pending Council's receipt of funding from DfC.</p>

3.6	<p><b>Department for Communities Funding Allocation</b></p> <p>Members will be aware that in the absence of a Budget Act, the Permanent Secretary of the Department of Finance will use powers assigned to him under Section 59 of the Northern Ireland Act 1998, to release cash to departments on an interim basis and until such times as a Budget is agreed by Ministers and Budget legislation is put in place.</p>				
3.7	<p>Council received its Letter of Offer (LOO) towards the Community Support Programme from the Department for Communities on 30 March 2017. The LOO covers the limited 3 month period from the 01 April to 30 June 2017: an allocation of £351,000. This is an emergency response and when a budget is set by Ministers, further funding decisions will then be made. While this is temporary fix, it is critical to sustaining organisations and services.</p>				
3.8	<p><u>Key Issues</u></p> <ul style="list-style-type: none"> <li>i. It is normal practice for Council to offer annual funding contracts to recipients of the larger grants and those organisations that receive non-grant support. The interim CSP grant income will limit grant extension to the same 3 month period. These organisations rely on Council’s funding to deliver and maintain essential services.</li> <li>ii. Council is due to make awards under summers scheme and project grants. Given the seasonal nature of projects, any delay in payment of these grants will have a detrimental impact on the provision of summer schemes throughout the city and on the delivery of programmes by community organisations.</li> </ul>				
3.9	<p><u>Financial &amp; Resource Implications</u></p> <p>The following is an estimated based on a 3 month allocation to;</p> <ul style="list-style-type: none"> <li>– Generalist Advice: £232,941.38</li> <li>– Capacity Building: £176,456.05</li> <li>– Revenue: £217,878.36</li> <li>– Non Grant Support: £ 80,296.75</li> </ul> <p>Full allocation:</p> <table data-bbox="258 1720 785 1814"> <tr> <td>Summer Scheme:</td> <td>£177,529.00</td> </tr> <tr> <td>Project Grants:</td> <td>£54,160.00</td> </tr> </table>	Summer Scheme:	£177,529.00	Project Grants:	£54,160.00
Summer Scheme:	£177,529.00				
Project Grants:	£54,160.00				
3.10	<p><u>Equality or Good Relations Implications</u></p> <p>There are no equality or good relations implications to this report.</p>				

<b>4.0</b>	<b>Appendices – Documents Attached</b>
	Appendix 1a: DfC Community Support Programme – Cover Letter Appendix 1b: DfC Community Support Programme LOO



**Date: 29<sup>th</sup> March 2017**

**Dear Chief Executive**

As you will be aware, following the Election to the Assembly earlier this month discussions have been held aimed at forming a new Executive and appointing Ministers to departments. These discussions have not yet reached a conclusion and the statutory deadline for the formation of a new administration was reached on Monday afternoon. Consequently there are no Ministers and no Executive in place to approve a Budget for departments for the incoming financial year which starts on 1 April.

In the absence of a Budget Act, the Permanent Secretary of the Department of Finance will use powers assigned to him under Section 59 of the Northern Ireland Act 1998, to release cash to departments on an interim basis and until such times as a Budget is agreed by Ministers and Budget legislation is put in place.

This is an interim measure designed to ensure that funds can continue to flow to maintain key public services until the necessary budget decisions can be taken by Ministers.

In these circumstances, I am attaching an interim contract for funding for your organisation. This will enable the provision of cash for the three months ended 30 June so that you can continue to provide services for this period. It must not however be taken to indicate that funding will continue after this date or that, if it does continue, it will do so at the same level for the remainder of this financial year. These further funding decisions will be considered alongside other spending priorities and in the context of whatever amount of money is eventually allocated to this department in a Budget for the incoming financial year.

Peter Toner  
Head of Business Support and Charities Team

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**Ms Suzanne Wylie  
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BT1 5GS**

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29 March 2017

Dear Ms Wylie,

**Community Support Programme: Department for Communities Funding for 01 April 2017 to 30 June 2017**

Subject to the conditions outlined below for the financial year 2017/18 the Department for Communities (DfC) will provide grant aid towards Belfast City Council's Community Support Programme (CSP).

The period **01 April 2017 to 30 June 2017** offer combines 2 separate elements: Community Support General and Advice Grant, the details of which are explained further in this document.

The award is as follows:

<b>Community Support General</b>	<b>£215,991.00</b>
<b>Advice Grant</b>	<b>£135,009.00</b>
<b>Total CSP Award</b>	<b>£351,000.00</b>

The award is a contribution towards achievement of the overall Programme objectives and performance will be measured against those objectives.

Payments under this programme will be made in **July 2017** provided that:

:

- The Memorandum of Understanding which includes acceptance of this Offer is returned to the Department signed by Chief Executive within 28 days from the date of this letter;
- The Council's Community Support Plan (including performance indicators) is received in the Department by 30 June 2017;

- A CSP Expenditure Profile authorised by either the Council's Chief Executive or Director of Finance is provided to the Department along with Bank details; within 4 weeks from the date of this letter.
- The correctly completed CSP Grant Claim & Progress Report Form authorised by either the Council's Chief Executive or Director of Finance, showing actual expenditure against the agreed profile and demonstrating achievement against the funded activities outlined in the Council's Community Support Plan is forwarded by the Council to reach the Department within the required deadlines outlined in Annex1. (Please note: the CSP Grant Claim & Progress Report Form is one document which will be issued to Council in due course).

This grant is subject to normal Government accounting rules and must be subject to your Council's internal financial controls and may be subject to scrutiny by the Local Government Auditor. The Department may require additional financial assurances and declarations and any other documents it deems necessary for the purposes of financial control and audit.

In order to facilitate monitoring and reporting, the **01 April 2017 to 30 June 2017** CSP Expenditure Profile enclosed at **Annex 2** must be completed and returned to the Voluntary and Community Division within 28 days from the date of this offer, (this is also available as an Excel document which will be issued to Council separately): I also require the Council's bank details to be entered on the form at **Annex 3** and the Chief Executive should sign and return the Memorandum of Understanding at **Annex 4**.

### **Publicity**

The DfC logo should be carried on any signage, advertising or publicity material associated with the programme and the financial support from the Department should also be acknowledged in any media publications or statements.

### **Government Funders Database**

In acceptance of this funding Belfast City Council undertakes to take all steps necessary to ensure that all CSP awards to the Voluntary & Community Sector made in 2017/18 are recorded on the Government Funding Database in a timely manner and no later than 4 weeks after the award. In this respect, please contact VCD for the provision of advice and support.

Finally, this offer shall remain open for a period of 28 days from the date of this letter. Failure to return one complete copy of the CSP Expenditure Profile and the Memorandum of Understanding, duly signed and dated on behalf of the Council within this period may result in the offer being deemed as withdrawn.

Yours Sincerely

**Peter Toner**  
**Head of Business Support and Charities Team**  
**Voluntary and Community Division**

**CSP: Grant Claim Procedures for 01 April 2017 to 30 June 2017**

The following documentation is required in order to process CSP Grants

Period of Claims:

**01 April 2017 to 30 June 2017**, to be claimed July 2017

<b>Documentation to be submitted with Claim</b>	<b>Date required</b>
<b>CSP Expenditure Profile for 01 April 2017 to 30 June 2017</b>	Within 28 days of date of letter of offer
Returned <b>Memorandum of Understanding</b> – signed by Chief Executive	Within 28 days of date of letter of offer
<b>Bank details</b> – signed by the Chief Executive or Director of Finance	Within 28 days of the date of letter of offer
<b>CSP Grant Claim &amp; Progress Report Form</b> - To cover the period <b>01 April 2017 to 30 June 2017</b> . Must be signed by the Chief Executive or Director of Finance in the Council. The CSP Grant Claim & Progress Report Form must show the same details of expenditure as the CSP Expenditure Profile. If there are to be any changes a revised CSP Expenditure Profile must be submitted for approval. It should also detail progress made towards targets outlined in the Council's Community Support Plan. The CSP Grant Claim & Progress Report Form must cover the appropriate period.  N.B. Proof of expenditure must accompany the CSP Grant Claim & Progress Report Form – such as a spreadsheet which should be certified by the Chief Executive or Director of Finance.	July 2017
The Councils <b>Community Support Plan</b> for period 1 April 2017 to 31 March 2018.	30 June 2017

**Please note:** Claims submitted without the appropriate and complete documentation will not be processed and returned to the Council for corrective action. Only claims completed on the **CSP Grant Claim & Progress Report Form** will be approved for payment.

**Claims will only be paid following approval by the Programme Delivery Team.**

**ANNEX 2**

**COMMUNITY SUPPORT PROGRAMME: Grant 01 April 2017 to 30 June 2017**

**01 April 2017 to 30 June 2017 CSP Expenditure Profile for:  
Belfast City Council**

<b>Area of expenditure</b>	<b>Council Contribution</b>	<b>DfC Contribution</b>	<b>Total</b>
Community Support Staff			£ -
Resource Centres - Council Run			£ -
Resource Centres - Voluntary Run			£ -
Community Centres - Council Run			£ -
Community Centres - Voluntary run			£ -
Grants to other voluntary groups			£ -
Capacity building and training with voluntary groups			£ -
Contingency provision			£ -
Work on Community Support Plan			£ -
Advice organisations - CAB			£ -
Advice organisations - Other			£ -
Other			£ -
<b>Total</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>

Signed.....Date.....

Name.....  
(Chief Executive or Director of Finance)

**BANK ACCOUNT DETAILS**

<b>Council Name</b>	
<b>Account name (if different)</b>	
<b>Account number</b>	
<b>Name of Bank</b>	
<b>Address of Bank</b>	
<b>Bank sort code</b>	

**Name** \_\_\_\_\_

**Position** \_\_\_\_\_

**Date** \_\_\_\_\_

**(Chief Executive or Director of Finance)**

**Belfast City Council**

**COMMUNITY SUPPORT PROGRAMME: MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT FOR COMMUNITIES AND BELFAST CITY COUNCIL**

**Overview**

1. This Memorandum outlines the policy background and financial and administrative arrangements between the Department for Communities (hereinafter referred to as the “Department”) and Belfast City Council (hereinafter referred to as the “Council”) in relation to the Community Support Programme. This memorandum will take effect from 1 April 2017 and will be binding on both parties until 30 June 2017. It will complement other internal guides and instructions relating to the various elements of the programme.

**Policy Background**

**Community Support Programme (CSP)**

2. The Community Support Programme was established in 1975 and is a joint programme involving the Department and Councils. It supports the provision of community centre’s, local advice services, resource centre’s, grants to community groups and the employment of community support staff in Councils. The funding for the programme comes in part from the Department with the remainder provided by Councils from rateable income.
3. Following a review of the programme in 2001 entitled *Beyond the Centre*, all Councils developed three-year Community Support Plans to identify how they intended to support the local voluntary and community sector and deliver local community and advice services. This process required Councils to consult and engage with communities through the planning process. Each plan must contain:-
  - A baseline audit covering all community support services provided in the Council Area, whether by the Council or other agencies;
  - A needs analysis based on meaningful community consultation, to measure the gap between existing provision and community need, particularly in areas of disadvantage; and
  - A three-year action plan to address the identified needs within the resources available.

4. The Voluntary and Community Unit in the Department for Social Development worked with Councils to produce a good practice guide on the planning process to refine and improve existing Community Support Plans. This guide has been adopted by the Council network and will be used in development of new plans.
5. The provision of local advice services is an integral part of the CSP. The Department makes its “Advice Grant” in addition to the expenditure the Council sets aside for this purpose. To enable the Department’s contribution to be drawn down, the Council agrees to make a contribution to local advice provision from its own resources of at least **£97,932.25**, during the period **01 April 2017 to 30 June 2017**. The table below sets out details of both the Department’s and the Council’s contributions for the period **01 April 2017 to 30 June 2017**.

	<b>DfC Advice Grant</b>	<b>Council Contribution</b>	<b>Combined Total</b>
<b>Belfast City Council</b>	<b>£135,009.00</b>	<b>97,932.25</b>	<b>£232,941.25</b>

The provision of local advice services should be delivered in line with the requirements of the ‘Strategy for the delivery of generalist advice services in Northern Ireland 2015 – 2020, *Advising, Supporting, Empowering* (Oct 2015).

### **Notification, Reporting and Payment**

6. Any individual project supported under the Community Support Programme, with **Central** Government costs of more than £500k, must be referred to VCD for approval in advance of a contract being awarded.

The Department will notify the Council each year of its allocation to the programme, using the agreed formula. To ensure that the Department receives assurance that funding will be targeted to the areas of need identified and agreed in the Council’s Community Support Plan, the Council will complete a CSP Expenditure Profile and forward it to the Department for approval.

7. The Council will complete the CSP Grant Claim & Progress Report Form which provides a financial statement of spend signed by its Director of Finance and details of performance against a range of performance indicators. The programme is subject to the same local government audit as other Council spend.



8. The Department will consider the documentation and release payment where it considers that the Council has successfully demonstrated progress in the delivery of actions outlined in its Community Support Plan. Areas of dispute will be resolved at the lowest working level. Unresolved matters will escalate through the normal line management processes.
9. The Council will make claims for payment using the bespoke CSP Grant Claim & Progress Report Form. Requests will be authorised by the Council's Chief Executive or Director of Finance. All claims will be subject to the following guidelines:-
  - A CSP Grant Claim & Progress Report Form will be provided to the Department every six months even if no payment request is made;
  - Each claim will cover the whole of the period in question and include a breakdown of the amount of eligible expenditure;
  - The Department will make every effort to pay claims promptly and will normally make payment within 30 days from receipt of the fully documented claim. (However, the Department accepts no liability in respect of loss attributable to delay in the payment of claims or to any suspension, reduction or cancellation of grant); and
  - Grant payments will be made directly into the Council's bank account.

**Note: All expenditure claimed relating to the Financial Award must be incurred between the period 01 April 2017 to 30 June 2017**

#### **Changes to the funded activity and spending pattern**

10. Any change to the individual categories of expenditure, expenditure profile or programme objectives must be agreed in advance.

#### **Audit**

11. This grant is subject to normal Government accounting rules and is also subject to the Council's internal controls and scrutiny by the Local Government Auditor. The Council will provide the Department with copies of its annual statement of account no later than eight months after the end of the financial year to which the statement relates. The Council shall also provide the Department with copies of all audit reports from the Local Government Auditor or similar body which relate to any aspect connected with the dispersal of this grant, especially the community services and finance functions of the Council.

## **Access**

12. Both the Council and the Department will comply with the deadlines set for any requests for information concerning the programme. The Department, the Comptroller & Auditor General/Local Government Auditor or their representatives will be provided with all such accounting and other information relating directly or indirectly to the Programme as requested. The Department, the Comptroller & Auditor General / Local Government Auditor or their representatives will have permission to enter upon any premises owned or occupied for the purposes of inspecting an asset or accounting record relating to the funding.

## **Monitoring**

- 13 The Council will ensure that all necessary monitoring information is sent to the Department in accordance with the timescales outlined above. The Department will collate all monitoring and financial returns and produce a Post Programme Evaluation Report covering the period from **01 April 2017 to 30 June 2017** for the Programme. Both parties will comply with any deadlines set for requests for information concerning implementation of the programme. Where this is not possible both parties will agree mutually suitable alternatives.
- 14 Department representatives from the Voluntary and Community Division will meet with the Council's Community Support Officers and or other Council Officials as appropriate on a regular basis to monitor delivery of community support plans and to share information on wider funding and community development issues.

## **Publicity**

- 15 The Council will ensure that the Department's logo is carried on any signage, advertising or publicity material associated with the project and that the financial support is also acknowledged in any media publications or statements.

## **Principles**

- 16 Both parties agree that adherence to the following principles will help to ensure the achievement of the programme objectives:
  - Recognition of each other's legitimate roles and interests;
  - Information sharing and transparency;

- Sharing risk;
- Openness and transparency in communications through regular network meetings;
- Regular review of plans;
- The Department notifying the Council of the amount of grant by end of June each year;
- The Department processing claims within 30 days of satisfactory documentation and financial statement being received;
- The Council submitting claims and providing relevant documentation by agreed dates; and
- The Council maintaining records to enable reporting against performance indicators.

17 Confirmation of the Department's Offer and Acceptance by the Council.

\_\_\_\_\_ Date **29 March 2017**

**Peter Toner**  
**Head of Business Support and Charities Team**  
**Voluntary and Community Division**

\_\_\_\_\_ Date \_\_\_\_\_

**Chief Executive**  
**Belfast City Council**

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