

ECONOMIC AND COMMUNITY DEVELOPMENT ADVISORY
COMMITTEE

12 February 2015 at 7.00 pm
Conference Room, Argyle Road, Sevenoaks

AGENDA

Membership:

Chairman: Cllr. Hogarth Vice-Chairman: Cllr. Horwood
Cllrs. Ayres, Mrs. Ayres, Ball, Mrs. Bosley, Butler, Mrs. Cook, Fittock, Hogarth, Horwood,
Maskell, Miss. Stack and Miss. Thornton

	<u>Pages</u>	<u>Contact</u>
Apologies for Absence		
1. Minutes To agree the Minutes of the meeting of the Committee held on 21 October 2014, as a correct record	(Pages 1 - 6)	
2. Declarations of Interest Any interests not already registered		
3. Actions from Previous Meeting (if any)		
4. Update from Portfolio Holder		Cllr Hogarth
5. Referrals from Cabinet or the Audit Committee (if any)		
6. To note minutes of the Health Liaison Board Minutes of the meeting held on 3 December 2015.	(Pages 7 - 12)	
7. Community Grant Scheme Draft Allocations 2015/16	(Pages 13 - 32)	Lesley Bowles Tel: 01732 227335
8. Citizens Advice Bureau Service Level Agreement 2015/16 - 2017/18	(Pages 33 - 48)	Lesley Bowles Tel: 01732 227335
9. Inward Investment - The case for West Kent and Swanley Presentation		Lesley Bowles Tel: 01732 227335
10. Work Plan	(Pages 49 - 50)	

EXEMPT ITEMS

(At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.)

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

The Democratic Services Team (01732 227241)

ECONOMIC AND COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

Minutes of the meeting held on 21 October 2014 commencing at 7.00 pm

Present: Cllr. Hogarth (Chairman)

Cllr. Horwood (Vice Chairman)

Cllrs. Ayres, Mrs. Ayres, Ball, Mrs. Bosley, Butler, Mrs. Cook, Fittock, Maskell, Miss. Stack and Miss. Thornton

Cllrs. Mrs. Bracken and Mrs. George were also present.

14. Minutes

Resolved: That the Minutes of the meeting held on 8 July 2014, be approved and signed by the Chairman as a correct record.

15. Declarations of Interest

No additional declarations of interest were made.

16. Actions from Previous Meeting

The actions were noted.

17. Update from Portfolio Holder

The Chairman and Portfolio Holder for Economic and Community Development advised that the planning application for the decking of Buckhurst 2 car park had been suspended. He advised that the Parking Technology working group had met but that the Membership needed to be reviewed. The timing of the meeting was discussed and it was agreed that they should meet between 5pm and 6pm. Cllrs. Ball, Mrs. Bosley, Hogarth and Miss Stack volunteered to be on the working group. Cllr. Butler stepped down.

Members were advised that 'Welcome to the District Leaflets' had been produced and were encouraged to take a copy. The Chairman advised that he had visited Orchard Academy and was impressed with the progress that was being made. Members agreed that the work being undertaken was excellent. It was brought to Members attention that the Tea Box centre was currently being under used and that it was hoped that it would be used in the future to meet the needs of the school and the community for training. A Councillor advised that she had received positive feedback to the HERO scheme which the Council provided as the awareness of working and education was improving.

Resolved: That

- a) the Technology Working Group Membership be amended to include Cllrs. Ball and Miss Stack and;

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b) Cllr. Butler be removed from the Working Group Membership.

18. Referrals from Cabinet or the Audit Committee

There were none.

CHANGE IN ORDER OF AGENDA ITEMS

With the Committee's agreement the Chairman put back consideration of agenda item 6.

19. Budget: Service Reviews and Service Change Impact Assessments (SCIAS)

The Chief Finance Officer presented a report which detailed the update to the 2015/16 budget within the existing framework of the 10 year budget and savings plan. A replacement page 17 was tabled which included current and future pressures. There were no proposed growth or savings items included in the report for this committee..

In response to questions the Chief Finance Officer advised that works to the all weather pitch in Edenbridge came under the Asset Management plan which was reported to the Finance and Resources Advisory Committee annually. Members were advised that the income from Council Tax court costs were to recover the costs of taking people to court. The Head of Parking and Surveying Services advised that Development Control fees were set by central government but the building control fees were different and were set within the legal framework on a cost recovery basis. Savings in Building Control had been made by the new partnership between Sevenoaks District and Tonbridge and Malling Borough Councils.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Cabinet that there were no further suggestions for growth and savings proposals for the services within the terms of reference of this Advisory Committee.

20. The Annual Review of Parking Charges for 2015/16 and Christmas Parking 2014

The Parking Manager presented the annual review of parking charges which proposed car park and on-street parking charge options for 2015/16 and included consideration of free Christmas parking for 2014. Members were advised that the options for Westerham had been tabled and the Westerham Town Partnership were thanked for meeting a tight deadline.

The Committee was advised that the income being received this year was an improvement on the previous year and that in terms of actual income the increases approved for 2014/15 were being achieved.

A Member thanked Officers for the work that had been carried out with Westerham Town Partnership. There were concerns that increasing some of the parking fees would be

high in percentage terms. Members were advised that the current parking scheme in Westerham had only been in place for 6 months.

Members discussed the evening charge and the potential effects of extending the day-time charges into the evening period. Whether charges for Sunday parking should be introduced was also discussed. In response to questions the Committee was advised that maximum parking times did not apply on Sundays and Bank Holidays and enforcement requirements would need to be considered if parking controls were to be proposed. A Member expressed the need for free residents parking. Members were advised that parking permit fees were not reviewed annually and did not feature in this review.

Members discussed the charging options for the car park charges and expressed concerns at the proposed increases in Sevenoaks Town Centre in respect to the Blighs car park for 30 minutes and 1 hour believing that these tariffs should remain unchanged. Members were advised that Option 3 did not contain any proposals to amend these charges. In respect to Option 3 Members suggested that the 3 hour charge should be increased to £5.00 to encourage the turnover of spaces. A Member raised concerns about the parking situation in the area of St Johns Hill and in view of this was not in favour of increasing the parking charges in the St. John's Hill car parks. Members discussed that a working group should be set up to review parking in the area of St. John's in more detail.

Members discussed the proposals for on street parking and whether a mixture of options 2 and 3 should be proposed. Some Members believed that as there was a surplus then the fees should not be increased. It was suggested that an "Option 4" be proposed increasing the 30 minutes charge by 10p, the 2 hour charge by 20p and 4 hour charge by 10p.

In respect to the parking charges in Westerham, a Member proposed that no change be made to either the car park or on-street charges.

In respect to the free Christmas parking it was suggested that the preferred dates of the consultees be agreed.

A Councillor expressed concern that there was a lack of enforcement in some areas of the District which could affect residents and businesses. The Parking Manager advised that if there were specific roads causing problems at certain times of the day the Civil Enforcement Officers could visit. However, if cars were causing obstructions this was usually a Police matter.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Cabinet that:

- a) the proposed car park charges for 2015/16 be as shown in Option 1-3 in Appendix B1, confirming that no changes be made to the evening charge, the

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St Johns Hill car parks or the Westerham car parks, and that the 3 hour charge for the Blighs car park be increased by 50p;

- b) the proposed on-street parking charges for 2015/16 be a mixture of Options 2 and 3 with the following charges being increased: the 30 minutes charge by 10p, the 2 hour charge by 20p and the 4 hour charge by 10p, and that no changes be made to the on-street charges in Westerham;
- c) free Christmas parking be provided in all car parks and on-street parking areas throughout the District for two Saturdays before Christmas 2014 and that the dates for the different areas be as preferred by the consultees, and that the cost in terms of lost income be funded from Supplementary Estimates; and
- d) a working group be set up to review the car parking fees at Sevenoaks St. John's and the Membership include Cllrs. Hogarth, Miss. Stack and Miss Thornton and report this to the Portfolio Holder for Economic and Community Development to report to Cabinet.
- e) to recommend to Council that cost in terms of lost income for free parking to be provided in all car parks and on-street parking areas throughout the district for two Saturdays before Christmas 2014 be funded from Supplementary Estimates.

21. Business Continuity Strategy and System and Plan

The Head of Parking and Surveying Services gave a presentation on the revised Business Continuity Plan which incorporated recommendations from a recent audit that included five key recommendations. The plan provided a framework for the Council to continue to deliver services at acceptable predefined levels following a disruptive incident.

Members were advised that Business Impact Assessments for each service function of the Council had been undertaken on the criticality of each function. These were classed into one of four categories ranging from functions that had to be operated within 24 hours, 1 to 3 days, 3 to 7 days and those which could be left for over 7 days. The criticality of each function depended on statutory responsibility, legal agreements, financial implications and reputational damage. There were 24 critical functions that had to be operated within 24 hours.

In response to questions Members were advised that 'denial' was a term used for something that the council did not have and were given the example of the telephony systems being down. Members were also advised that if there was a pandemic flu outbreak, resources would be moved around the Council to maintain the critical services which could include staff working across different teams.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Cabinet that the revised Business Continuity Plan and Strategy be approved.

22. To note minutes of the Health Liaison Board

Cllr. Mrs. Cook, the Chairman of the Health Liaison Board, informed Members of the high number of health meetings which Councillors attended. Members were advised of the key points from the previous meeting in particular the visit to Swanley Food Bank.

The Chief Officer Communities and Business advised that part of the Swanley White Oak Leisure Centre was already in use as additional storage. Swanley Town Council and Kent County Council had been approached but it had not been possible to find a larger premises for the food bank.

Resolved: That the minutes be noted.

23. Economic Development Strategy - Final Draft

The Chief Officer Communities and Business presented the revised final draft of the three year Economic Development Strategy and three year Action Plan (2015-2018), following the public consultation period. Members were advised that the current document would be redesigned for the final version. The action plan had focused targets and measures to achieve the targets set. The Committee was advised that Appendix B was the summary of public comments with the Council's response which, on occasions, resulted in a change being made to the document. A response from Sevenoaks Town Council, Riverhead Parish Council and National Farmers Union was tabled.

It was discussed whether further investigation could be taken forward with the inclusion of Bat and Ball and Enysford train stations in the Zone 6 proposals relating to Swanley. Concerns were raised that it could have an impact on the Darent Valley Villages including additional parking problems and that it could seem as if the villages were part of a London Borough. Members discussed whether there would be any additional benefits of the inclusion but agreed that Swanley should be part of it as there was already some Zone 6 benefits in place. Members were advised that at Swanley and Dartford stations there was a change to contactless payments but it was unknown if this would include the Oyster card and Zone 6.

Members' attention was brought to the comments made regarding attracting retailers to the area and were advised that the Council could not control retailers that came into the area. A Member expressed concern that there should be greater support for planning and that businesses could find it hard to set up in rural areas due to listed buildings and conservation sites which prevented businesses starting up.

A Member queried why Broadband was not listed on aim 3.6. Members were advised that '21 Century Connectivity' included Broadband but the wording could be amended to read 'Broadband and other 21 Century connectivity'. Members agreed it had been a good consultation process and that issues had been identified. It was queried what resources could be put into obtaining funding. In response, the Chief Officer Communities and Business informed Members that there would be a change in structure and that a Head

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of Service was being recruited for a merge of the Economic Development and Property teams to ensure that funding was secured and to encourage future investment.

The Chairman thanked the Officers for their diligence and quality of work for the document.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Cabinet that subject to the comments and views made above the final draft of the Economic and Development Strategy and Action Plan be approved.

24. Work Plan

The Chief Officer Communities and Business advised that the inward investment – the case for West Kent was looking at how to encourage business to invest in West Kent.

THE MEETING WAS CONCLUDED AT 9.38 PM

CHAIRMAN

HEALTH LIAISON BOARD

Minutes of the meeting held on 3 December 2014 commencing at 2.00 pm

Present: Cllr. Mrs. Cook (Chairman)

Cllr. Davison (Vice Chairman)

Cllrs. Mrs. Bosley, Brookbank, Clark, Fittock and Searles

An apology for absence was received from Cllr. Mrs. George

18. Minutes

Resolved: That

- a) the Minutes of the meeting held on 1 October 2014 be approved and signed by the Chairman as a correct record subject to Minute 13, paragraph 9 being amended to read, 'The Queen Mary Hospital in Sidcup had experienced some financial difficulties and had been taken over by Oxleas Trust with Darent Valley also providing some specialist services';
- b) Members' note that Cllr. Davison and Cllr. Fittock were both listed twice in attendance; and
- c) Members' note Mr. Young was the Chairman of the Edenbridge Patient Participation Group (PPG).

19. Declarations of Interest

No additional declarations of interest were made.

20. Actions from Previous meeting

There were no actions from the previous meeting.

21. Updates from Members

The Chairman advised that Cllr. George had raised concerns over fast-food vans parking outside school buildings. It was confirmed that the District Council does not license such units, so relevant schools should be contacted to seek a solution.

The Chairman had also attended the West Kent Health and Wellbeing Board and heard a presentation with regards to identifying the need for the Board to be more active in partnership working and progressing changes to service provision to reflect reduced budgets. The Board were advised that a new task-and-finish group to look at adult obesity was set up, following the work done in respect of child obesity the findings of

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Health Liaison Board - 3 December 2014

which were being taken forward. The Chairman and the Health and Communities Manager had offered to sit on this new group.

Cllr. Davison reported that the contract for Hospital Patient Transport Service was commissioned to NSL to operate this service. West Kent Clinical Commissioning Group (CCG) was the lead organisation for commissioning the service. The Kent County Council (KCC) Health and Overview Scrutiny Committee (HOSC) had reported their concerns about the operation of this service and it was being investigated.

He also advised that numbers waiting for initial assessment and treatment under Children's Mental Health Services (CAMHS) was improving. West Kent CCG were also the lead organisation for commission CAMHS. Cllr. Davison attended the South East Coast Ambulance Service (SECAmbs) AGM where a restructure was being looked at. It was hoped to develop more rest centres for ambulance crews within local areas. Kent Community Health Trust were running a new Rapid Response Service and Maidstone and Tunbridge Wells Trust had reported a deficit.

Cllr. Searles had attended Darent Valley Hospital meetings. There were concerns over ambulance transport services between hospitals. The Chairman commented that the West Kent CCG Accountable Officer had been invited to Scrutiny Committee to provide details on this service, and asked Councillors to attend if they could or feed any questions through Cllr Searles. The Darent Valley Hospital had reported 96% achievement on turn around times although infection control still needed to make further improvements, other hospitals across Kent had improved. It was being investigated for the building of a new A&E Department to deal with the increase of attendances and better education for BME groups to visit their GP rather than arriving at A&E in the first instance. Dartford Gravesham and Swanley CCG had held a 'Better Care Together' event on 6 November at Princess Park in Dartford.

He advised that the new Swanley gateway was due to open late spring/early summer 2015 and would be modelled as a dementia friendly facility. This would then be used as a blueprint model for the rest of Kent. Cllr. Searles had also attended around a dozen health meetings and provided some health advice cards for the group to circulate.

Cllr. Brookbank advised that he was assisting with the children's centres' Care Quality Commission (CQC) review as part of his County HOSC role. Sevenoaks children centres did not receive a good outcome previously with the North of the District fairing slightly better. Children's Centres in the District had also undergone an Ofsted Inspection recently and a report was due in January 2015 setting out the findings. The Health and Communities Manager advised that both she and the Healthy Living Project Officer had been interviewed as part of a review concerning Children's Centres and excellent partnership working was identified.

Cllr. Mrs. Bosley advised the Board that the Sport England funded 'Be Inspired, Be Active' project had been very well received and supported at various events. She stressed the importance that associated initiatives continued as part of longer-term strategies, once initial two year project has ended.

Cllr. Fittock advised that the Dartford, Gravesham and Swanley CCG were in the process of launching an electronic database for voluntary services as this was the first step towards more integrated services. Members were also advised that good progress was

being made with the dementia services in Swanley and he had attended an event at Woodlands. Further events were to be arranged as part of the local dementia friendly initiative and another dementia newsletter had been produced which would be circulated.

Members were advised of dementia friendly training that was taking place at the District Council offices. He reported that Health Watch were now allowing Councillors to be part of their organisation. The Swanley Food Bank were still looking for bigger accommodation and this should be referred to the Advisory Committee to consider and support as this Council should continue to support Food Banks in the District.

Action 1: For Economic and Community Development Advisory Committee to consider looking for larger accommodation for the Swanley Food Bank.

Cllr. Clark advised the Board that New Ash Green were hoping to have an outdoor gym built with funding from both the Big Lottery Fund and the District Council's own Big Community Fund. He also reminded the Board that a Christmas magic event was to be held in New Ash Green on 13 December 2014 and would provide a range of family activities including an ice rink as part of the 'Be Inspired, Be Active' project.

The Chairman thanked the Health and Communities Manager and the team for the good work in assisting the Board and it's work programme.

The Chairman used her discretion and allowed Mr Young, the Chairman of the Edenbridge PPG to address the Board who advised that the priorities of the Edenbridge PPG included working on the better use of cottage hospitals for local services and linking with the priorities identified within their own GP surgery. The Chairman suggested that the Chairs of the PPG Cluster groups in the District were invited to a future meeting to give an overview of their priorities.

22. Specialist support for alcohol and drug misuse - Presentation by Kenward Trust

John Shanley, the Youth and Community Worker from Kenward Community Outreach Services, gave a presentation to the Board on the work of the Trust and its positive impacts in Sevenoaks District and across the county. He also advised Members that much of the County work had arisen out of successful pilot projects first undertaken in the Sevenoaks District as he has worked in partnership with the Council for over ten years.

Members were advised that Mr. Shanley worked closely with the Council's Community Safety Unit who commissioned his work with young people across the District in identified areas. Mr. Shanley shared with the Board a number of success stories of young people he had supported who had issues with drugs and alcohol who had progressed into good careers and family life.

23. The Care Act 2014

The Health and Communities Manager presented a report which summarised the 2014 Care Act in relation to adult health and social care law which detailed the impact for the Council.

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The Housing Policy Manager advised the Board that Housing Services were responding to provisions under the Act, though much was already being undertaken. Further integrated policy development would be taking place and an update would be provided at a future meeting. Members were also updated on the District Council's proactive work to make older people better aware of the wide-range of housing and related support services provided by the District Council and its various partners.

Action 2: For Housing Policy Manager to provide the Board with leaflets and send leaflets and a banner to West Kingsdown Parish Council to use in the new village hall.

Members were updated on the Sevenoaks Switch and Save scheme which was a non-biased energy comparison service for residents and business in Sevenoaks District.

Action 3: For Housing Policy Manager to investigate arranging energy surgeries at West Kingsdown and New Ash Green.

The Health and Communities Manager provided an update on the District Council's response to wider duties under the Act, and it was brought to Members' attention that many of the Act's requirements fell under the remit of Kent County Council (KCC). Clarification was sought on KCC's new Community Agents. It was confirmed that these new posts could be social care workers who provide intensive support in people's homes and signpost in to services as required.

Action 4: For Health and Communities Manager to circulate a briefing paper which set out the Better Care Fund.

Resolved: That the report be noted.

24. Draft Kent Emotional Wellbeing Strategy for Children, Young People and Young Adults (0-25) - Consultation

The Health and Communities Manager presented a report which updated Members' of a Kent wide consultation on 'The Way Ahead; Draft Kent's Emotional Wellbeing Strategy for children, young people and young adults' from the Kent Children's Health and Wellbeing Board. Members' were informed of the strategy's four key themes. A Member asked a question of clarification on the financial data in the report regarding what other services the District Council spent the remainder of the budget identified. The Health and Communities Manager confirmed this Kent Public Health funding also pays for two Healthy Living Officers to co-ordinate and deliver the projects. It also funded other initiatives such as adult weight management, falls prevention, yoga and mental health awareness for adults.

Resolved: That the Health and Communities Manager produce a draft corporate response to the consultation and circulate to the Board for comments.

25. Workplan

Members discussed the work plan and agreed that there should be an update once the West Kent CCG Accountable Officer had provided details to the Scrutiny Committee. The PPG Chairs Cluster should also be invited to a future meeting and there would also be a

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report on safeguarding. Members discussed the possibility of changing the dates for the February and April meetings to avoid being close to the elections.

THE MEETING WAS CONCLUDED AT 4.00 PM

CHAIRMAN

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COMMUNITY GRANT SCHEME DRAFT ALLOCATIONS 2015/16

Economic & Community Development Advisory Committee - 12 February 2015

Report of Chief Officer – Communities & Business

Status: For Decision

Also considered by: Cabinet – 5 March 2015

Key Decision: Yes

Executive Summary: This report sets out information about the Community Grant Scheme and summarises applications received by the Council from voluntary organisations for funding during 2015/16.

Details of the appraisal process are provided. This included a lengthy and detailed consultation with the Portfolio Holder for Economic & Community Development and the Deputy Portfolio Holder for Economic & Community Development, Cllr Mrs Bosley. Both Members have been trained in appraisal techniques. Recommended grants are set out in Appendix C.

Copies of the applications received are available in the Members' Room.

Officers would be pleased to answer detailed questions about individual applications in advance of the meeting.

This report supports the Key Aim of Effective Management of Council Resources and the Community Plan Vision for Safe & Caring Communities, a Green & Healthy Environment and a Dynamic & Sustainable Economy.

Portfolio Holder Cllr. Roddy Hogarth

Contact Officer(s) Lesley Bowles, Ext. 7335

Recommendation to Economic & Community Development Advisory Committee: for information.

Recommendation to Cabinet:

Grants, as set out in Appendix C of this report be approved subject to the conditions set out in paragraph 14.

Reason for recommendation: Applications received have been appraised according to the Council's Guidelines and those recommended for funding support the aims of the scheme and represent value for money.

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Introduction and Background

- 1 The Council's Community Grant Scheme supports local charities and voluntary sector organisations that, through their work, contribute to the priorities set out in the Community Plan 2013-28.
- 2 The grant guidelines were reviewed during 2013/14 and revised guidelines were agreed by Cabinet on 12 September 2013.
- 3 The grant scheme was publicised widely across the District within the voluntary sector, through town and parish councils, libraries and in the press in September 2014. The closing date was 28 November 2014. The total budget available for distribution in 2015/16 is £153,331, including £98,540 for the Citizens' Advice Bureaux in the District. Funding for the Citizens' Advice Bureaux is subject to a three year Service Level Agreement (SLA) and is the subject of a separate report.
- 4 The 2015/16 budget available for voluntary sector organisations is as follows:-

Funding for the CABx SLA	£ 98,540
Amount available for grants	£ 54,791
Total Budget	£ 153,331

- 5 A total of 31 grant applications have been received, representing total grant requests of £124,626.45.
- 6 A copy of the Council's Corporate Code of Practice for making grants is attached at Appendix A.
- 7 A copy of the scheme guidelines is attached at Appendix B.
- 8 A full schedule of applications is attached at Appendix C. The Portfolio Holder for Economic & Community Development has copies of all of the applications and a full set is available in the Members' Room. Officers would be pleased to deal with any detailed queries in advance of the meeting.
- 9 In 2014/15, the voluntary organisations funded supported 294,122 volunteer hours, which represented a benefit to the District of £3.67 million.

Appraisal Process

- 10 Members will appreciate that the recommended grants in Appendix C have been put forward following an appraisal by Officers trained in grant appraisal and a detailed consultation with the Portfolio Holder for Economic & Community Development and the Deputy Portfolio Holder for Economic & Community Development, Cllr Mrs Bosley. Recommendations have been made in accordance with the Scheme Guidelines and the Council's Corporate Code of Practice for grants and take into account various factors, including:

- i. the extent to which the application supports the District Council's priorities;
- ii. the extent to which the application assists residents across the District and its impact;
- iii. the extent to which the application should be funded by other organisations;
- iv. whether performance indicators are relevant and appropriate;
- v. whether the applicant meets the eligibility criteria established in the Guidelines and the Corporate Code of Practice for grants;
- vi. the level of reserves held by the applicant.
- vii. Whether the applicant has appropriate child protection and safeguarding arrangements in place.

Recommended Level of Grant

- 11 A summary of the total value of recommendations in this report and the total draft budget is set out below.

Total 2015/16 grant budget available to voluntary and community sector organisations (subject to approval of budget)	£153,331
Grants to CABx for 2014/15 under the terms of a three-year SLA	£98,540
Recommended grants to all other voluntary and youth groups	£54,790
Total recommendations	£153,330

- 12 A full list of grants recommended to voluntary and youth groups is attached at Appendix C.
- 13 Unsuccessful applicants will be informed of the reason for this decision, and encouraged to contact Voluntary Action Within Kent or North West Kent Council for Voluntary Service for advice and support in seeking funding elsewhere if appropriate.

Recommended Conditions

- 14 It is recommended that grants be made to voluntary organisations subject to the following conditions:
- (i) that performance indicators as set out in the application forms are adhered to and monitored;

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- (ii) that appropriate Safeguarding policies and arrangements are in place, where necessary;
- (iii) that appropriate recognition of this Council's funding contribution is made in all their publicity; and
- (iv) where services are provided over a wider area than the District boundaries, organisations will be required to hold grant aid from this Council in a restricted fund for the benefit of Sevenoaks District residents.

Key Implications

Financial

- 15 The level of funding recommended is in accordance with the draft 2015/16 budget of £153,331.

Resources (Non-financial)

- 16 The work connected with the Community Grant Scheme administration and monitoring is being undertaken through existing resources.

Legal Implications and Risk Assessment Statement.

- 17 There are no legal or human rights issues relating to this report. All organisations applying for funding are required to have an equalities policy and where appropriate child protection and/or adult protection policies.

Risk	Mitigation
Grants allocated are lower than requested	Application forms ask whether the project could continue if funding were reduced. Appraisal looks at realistic performance indicators for the amount of grant recommended. Performance indicators are agreed with Voluntary and Community Groups.
As a condition of grant any organisation allocating onward funding on behalf of the Council to another organisation must check whether appropriate police checks and child or vulnerable adult protection policies are in place.	Condition of grant to ensure checks carried out and that application forms seek confirmation. Monitoring process to confirm an effective process is in place.
Grant allocations not approved in	A timetable is in place to ensure grants are considered by Cabinet in

March.	March and processes in place to ensure grant payments are made in the first week of the financial year.
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Equality Assessment

18 Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact has been analysed and varies between groups of people. The results of this analysis are set out immediately below.

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The community grants scheme assists with the provision of services to support District residents, particularly those in the greatest need. The grant scheme provides funding for specific groups, such as older people, families, young people and people with disabilities
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		No negative impacts identified

Conclusions

19 The work of the voluntary sector across the Sevenoaks District is highly valued. The Council’s grants programme supports the dedication and commitment of the many volunteers who help the most vulnerable people in the District. Members are asked to agree the draft grant allocations as set out in Appendix C.

Appendices

Appendix A - Council’s Corporate Code of Practice for making grants

Appendix B – Community Grant Scheme guidelines

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Appendix C – Full schedule of applications

Background Papers:

[Grant scheme guidelines](#)

[Sevenoaks District Council Code of Practice for grant-making.](#)

Lesley Bowles
Chief Officer Communities & Business

Sevenoaks District Council Grants

Code of Practice September 2003

For this purpose, a grant is taken to mean:

'a cash award for a specified initiative, project or service not provided by the Council which benefits residents or those working in the district'

Each grant scheme should have:

1. Written criteria outlining:
 - Eligibility
 - Scheme objectives
 - How the grant decision will be made in relation to the extent to which the scheme criteria are met.
2. An application form
3. Guidelines for completing the application form.
4. Minimum and maximum grant level
5. Performance indicators
6. Monitoring arrangements

Principles

- The criteria must be in line with the Council's overall objectives
- All grant schemes and benefits in kind must support and complement the Council's Strategic Objectives.

Eligibility

- The applicant group must have a constitution (or at least be working towards adopting one). For most grants a constitution is essential.
- The applicant group should have a management committee.
- The applicant group must have a bank account with 2 signatories. If they do not have a bank account, they must nominate a voluntary organisation to take responsibility for the money on their behalf.
- The applicant must have, and enclose with the application, a set of audited or independently examined accounts for the latest year available
- The project should be for the benefit of people living or working in the Sevenoaks District.

The application form should:

- Identify how the application meets the scheme criteria
- Contain performance indicators by which the success of the project will be measured.
- Be targeted to the potential recipients. The degree of information required should be proportionate, reasonable and reflect how much money they are eligible to apply for.
- Identify if the applicant has applied to the Council before for funding or if they have an external bid outstanding. Identify how much they have applied for and when applicants are likely to know the outcome. Include details of any other funding applied for and whether bids have been successful.
- Make it clear that grants have to be paid back if the proposal does not go ahead and that if they do not notify the Council, this may jeopardise future applications.
- Make it clear at what stage the funding will be made available e.g. on receipt of invoices, 100% in advance, staged payment etc.
- Include a checklist for applicants to ensure everything has been filled in and all documents are enclosed etc.
- Include an outline of the project timetable.
- Identify whether the applicant group has policies which cover child protection/health and safety/equal opportunities etc.
- Identify if the organisation is working towards any form of accreditation.

The application process;

- Application forms must be accompanied by the scheme criteria guidelines for completing the application form and an explanation of the timescale, including deadlines, during which the application will be processed.
- Applicants need to be informed at the outset about the level and timing of monitoring, evaluation and annual reporting required
- Applications should be acknowledged within 10 days of receipt.
- A list must be kept of everyone who is sent a form so that reasons for not replying can be gained if necessary
- Applicants should be informed of the timescale for consideration and notification of decision at the outset.
- If the application has not been approved, reasons should be given.

Deadlines

- Dates for consideration of applications need to be publicised and deadlines set for receipt of applications.
- No applications will be considered after closing dates.

Grants application appraisal

- Grant appraisers should be trained.
- Appraisal must be against the given criteria and applicants must meet set criteria in order to receive the grant.
- The scheme/proposal must meet the main aim of the grant scheme.
- Applications should be assessed according to the extent to which the identified need is met. Applicants should therefore be asked to state the need.
- Audited accounts should be considered when the application is appraised.
- Applicants need to demonstrate financial need and financial viability.

Approval

- All grant applications should receive a response indicating that the grant has been approved held over or refused
- Approval letters should indicate clearly whether there are any conditions attached to the grant.

Payment

- Payment of money – timescale for payment should be included in the written notification of grant approval.
- Cheques should go out with a letter reiterating what the money will be spent on and the required monitoring of performance indicators. There should also be a receipt which the applicant signs, dates and sends back to confirm they have received the money and that it will be used for the purpose for which it was approved.
- As part of the monitoring/evaluation process, receipts to prove that the money has been spent on what it was intended for should be provided by the applicant where necessary. For example, where grants have been made for capital/equipment purchase. (*The financial threshold needs to be considered*).

Monitoring & Evaluation

- Monitoring has to be relevant and targeted to the applicant group, degree of detail reflecting the size of grant.

- Monitoring – must relate to key outputs/targets/milestones which should be part of the original application. Monitoring should assess achievements against agreed outputs/targets.
- A progress report must be provided – frequency determined by the level of grant.
- Recipients of grants must keep a record of user numbers, who has benefited from the grant and any feedback from users.
- PIs should be part of target setting. This should be proportionate to the size of grant.
- How often and by whom they will be monitored must be specified.
- Schemes must be evaluated using the monitoring information provided.
- The applicant group should have client evaluation – satisfaction survey e.g. play scheme – how did the parents find it, did the children enjoy it etc. proportionate to the size of grant.

Promotion

- Applicants need to make clear what publicity/promotion is being undertaken for the scheme/grant and must acknowledge the grant provided by the District Council in all publicity.

Review

- The grant process itself must be reviewed internally at regular intervals, at least every 3 years to ensure the system is still effective. This includes review of application forms, criteria, reporting etc. with feedback from applicants.

General

- There should be a SDC database which everyone can access which gives details of those groups who have applied for funding and the outcome.

**Sevenoaks District Council
Community Grants Scheme 2015/16
SCHEME GUIDELINES**

Please read the following Guidelines carefully before completing the application form. If you have any queries regarding the application process, please contact Simon Davies at Sevenoaks District Council, Argyle Road, Sevenoaks, Kent, TN13 1HG. Tel: 01732 227000.
Email grants@sevenoaks.gov.uk.

The Sevenoaks District Council Community Grant scheme exists to help voluntary organisations which provide services, activities or projects that benefit Sevenoaks District residents, focussing on those in greatest need.

In particular, the Council wishes to support services, activities or projects that are delivered with the help of volunteers and that support Sevenoaks District Community Plan priorities set out below:

Please note: We can only accept **one** application per organisation.

Please complete the application form electronically – we cannot accept hand-written applications.

1. WHAT ARE THE SCHEME'S PRIORITIES?

Volunteering:

- Promote, encourage or support volunteers and volunteering as part of a project, service or activity.

Social Inclusion:

- Improve opportunities for vulnerable or elderly people;
- Encourage community participation by excluded or vulnerable groups;
- Improve the wellbeing of local residents.

Community Safety:

- Reduce crime or anti-social behaviour.

Information, Advice, Advocacy and Counselling:

- Provide information, advice, advocacy or counselling to residents when they are in particular need.

Young People:

- Projects, services and activities that encourage participation in local communities or provide positive activities or opportunities for young people.

Arts & Sports:

- Funding for the Sevenoaks District Arts and Sports Councils to support arts and sports projects that contribute to the overall wellbeing of residents and encourage the inclusion of groups with particular needs.

2. WHO CAN APPLY?

You can apply if you deliver services to Sevenoaks District residents in two or more parishes and are one of the following:

- “Not for profit” registered charity
- Youth Organisation
- Voluntary Organisation
- Community Interest Company

If your organisation works with children, young people or vulnerable adults, you should have a Safeguarding Policy and staff and volunteers must have enhanced level Disclosure & Barring Service checks and appropriate training.

3. HOW MUCH AND WHAT CAN I APPLY FOR?

The minimum you can apply for is £100

The most we will award for any one application is £5,000

The grant can be spent on project costs such as support for volunteers, equipment or premises hire. In addition you can apply for core running costs that are commensurate with the project, service or activity applied for.

4. WHAT ARE THE MAIN CONDITIONS?

By applying, you are confirming that you comply with the terms and conditions. The main conditions include:

- Your organisation has a constitution;
- Your organisation has a bank account with at least two authorised signatories;
- Your organisation either has an equalities policy in place and is prepared to sign the Council’s Equalities Statement;

- All appropriate legal agreements, insurances and processes needed to deliver the project are in place, including safeguarding arrangements for children and vulnerable adults;
- Any grant you are awarded will be used only for the project set out in your application and will be ring-fenced to help Sevenoaks District residents. It must not be used for any other purpose;
- You will be required to submit monitoring for your project with supporting evidence;
- All publicity materials and annual reports must acknowledge Sevenoaks District Council's support;
- Your organisation can only submit one application in any financial year;
- Any grant unspent at the year end will be refunded to Sevenoaks District Council.

5. WHAT WE WILL NOT FUND

We will not fund the following:

- Projects, services or activities that serve only one Parish;
- Costs for projects, services or activities that your organisation is already delivering in the District as part of an existing contract or service level agreement with another funder;
- Costs for projects that have already started or been delivered;
- Projects where the beneficiaries are not Sevenoaks District residents;
- Private concerns operated as a business;
- Organisations seeking to add capital to their reserves;
- Local organisations seeking funding for a central HQ;
- Religious or political organisations;
- Individuals;
- Work that should be provided by statutory, educational, health organisations or social services;
- Schools or parent/teacher organisations.

6. HOW WILL THE COUNCIL ASSESS YOUR PROJECT?

The appraisal process will look at:

- Your eligibility to apply;
- The extent to which your project meets the Scheme's priorities;
- How many people will benefit;
- The level of need for the project;
- The level of benefit to Sevenoaks District residents;
- The level of reserves held by your organisation.

7. WHEN WILL YOU KNOW IF YOUR APPLICATION IS SUCCESSFUL?

The deadline for submitting your completed application form is Friday 28th November 2014. Applications received after this date will not be considered.

During March, we will decide who will receive funding. We will write to you during April to let you know if your application has been successful.

If you require any assistance, please contact:

Simon Davies, Partnership and Projects Officer, on 01732 227000

Applications must be signed by the applicant on behalf of the organisation and returned by post to the address below:

**Community Grant Scheme, Communities & Business Team,
Sevenoaks District Council, Council Offices, Argyle Road,
Sevenoaks, Kent, TN13 1HG**

Deadline for completed applications: 28th NOVEMBER 2014

Community Grant Scheme - Schedule of Applications 2015/16

Ref No	Name of Organisation	Purpose			Grant app. 2015/16	Suggested allocations	Reason for refusal	Notes
			2013/14	2014/15				
3	North West Kent Volunteer Centre (Northern Parishes)	1. Volunteer Driver Community Transport Scheme, 2. Befriending Scheme, 3. Gardening support scheme, 4. partnering 200 local charities and support organisations.	£5,000	£4,500	£5,000	£4,500		
8	Sevenoaks District Arts Council (District-wide)	To distribute funding to arts groups/societies across the Sevenoaks District	£4,600	£4,250	£5,000	£4,250		
21	Sevenoaks Area MIND (Sevenoaks and Southern Parishes)	Mini Mind Fitness - A term time programme of mental health and wellbeing sessions to be delivered to 6-11 yos in schools, colleges and youth groups across Sevenoaks District	£4,200	£4,200	£5,000	£3,000		
23	Relate West & Mid Kent (District-wide)	1. Provide bursaries for families, 2. Provide counselling for children 5-18 yo, 3. To train counsellors	£800	£800	£15,000	£2,000		
30	Sevenoaks District Sports Council (District-wide)	1. Group coaching and/or training in all sports, 2. Individual coaching, 3. Organised coaching/training courses, 4. Help new clubs set up sports for young and disabled, 5. Social sports for the older generation, 6. Help all ages with disabled sports and coaching, 7. Individual grants for talented sportsmen/women, boys/girls	£4,600	£4,250	£5,000	£4,250		

Community Grant Scheme - Schedule of Applications 2015/16

Ref No	Name of Organisation	Purpose			Grant app. 2015/16	Suggested allocations	Reason for refusal	Notes
			2013/14	2014/15				
44	Sevenoaks Christian Counselling Service (District-wide)	Contribution towards provision of a counselling service, offering confidential counselling to clients of all religious belief and none	£750	£600	£800	£600		
51	Family Matters (District-wide)	To run a focussed project which provides specialist rape trauma therapy for victims of rape	£1,200	£1,200	£3,330	£1,200		
58	CVSNWK (Swanley and the Northern Parishes)	To provide support and infrastructure services to 3rd sector within north west Kent, supporting Swanley and the Northern Parishes.	£890	£900	£3,000	£1,000		
66	Edenbridge Voluntary Transport Service	Contribution to cost of volunteer car drivers' car running costs	£500	£500	£500	£500		
83	Cruse Bereavement Care West Kent Area (District-wide)	To train 2 volunteers to work specifically with children to offer bereavement care, expanding Cruse's children's section and send qualified counsellors into all local schools to promote work	No application	No application	£5,000	£1,500		
85	VAWK (District-wide)	1. Volunteer Centre - £5,000, 2. Infrastructure support - £ 2,750, 3. Youth volunteering - £3,000, 4. Kent Young Carers - £ 5,000, 5. Dial2Drive - £ 4,000	£13,500	£12,000	£19,750	£12,000		

Community Grant Scheme - Schedule of Applications 2015/16

Ref No	Name of Organisation	Purpose			Grant app. 2015/16	Suggested allocations	Reason for refusal	Notes
			2013/14	2014/15				
148	Sevenoaks Home Library Service (Sevenoaks and surrounding Parishes)	Annual running costs and maintenance of the library van	£150	£100	£150	£150		
173	Compaid Trust (Sevenoaks and surrounding parishes)	Medical DialaRide - Running costs for 1st year of providing adapted passenger vehicle to take disabled residents to medical appointments and other bespoke destinations	No application	No application	£4,500	£4,000		
196	Sevenoaks PHAB (District-wide)	Weekly sessions for adults who live in Sevenoaks District and have a learning and/or physical disability	£300	£400	£500	£400		
206	Sevenoaks Volunteer Transport Group	To defray running costs of providing low cost transport for elderly, infirm and disabled residents to medical appointments	£500	£500	£500	£500		
264	West Kent Mediation (District-wide)	Continued provision of a free, impartial, professional, confidential community mediation service for SDC residents.	£5,000	£5,000	£5,000	£5,000		
344	Kent Friendz (District-wide)	To provide a club for 20 children with severe and complex needs including challenging behaviour at regular intervals through the year, including school holidays and weekends	£500	£1,000	£2,000	£1,000		
394	BRIDGES (Edenbridge and surrounding villages)	1. Installation of permanent PA system plus hearing loop, 2. Supporting elderly people with fortnightly dementia café, 3. Purchase of chairs with arms, 4. Contribution to Centre manager's salary	£1,000	£1,000	£4,200	£1,000		
413	West Kent YMCA (Dunton Green)	The Fishing Programme - Vehicle for Change Project (V4C) to run a fishing programme to help disadvantaged youths in Dunton Green	No application	No application	£457	£0	8	

Community Grant Scheme - Schedule of Applications 2015/16

Ref No	Name of Organisation	Purpose	2013/14	2014/15	Grant app. 2015/16	Suggested allocations	Reason for refusal	Notes
425	Play Place Innov8 Community Interest Company (Otford, Dunton Green, Seal)	To deliver a 1 night per week x 12 sessions Arts Award/Youth Projects for young people of Dunton Green and Kemsing	£2,000	£2,550	£3,884	£2,240		
436	West Kent Extra	Contribution towards 3 x 3 day summer residential trips for vulnerable 8-12s living in Sevenoaks District	No application	£1,500	£4,500	£1,000		
443	Vitalise	To provide 9 essential breaks for people with disabilities and their carers	£0	£0	£3,114	£0	2	
446	Domestic Abuse Volunteer Support Services (District-wide)	Funding towards core costs and volunteer expenses for provision of support services for people experiencing domestic abuse, 1. Cost effective helpline, 2. Face to face support, 3. personal/family safety planning, 4. Support to court project, 5. Staffing Sevenoaks One Stop Shop, 6. Raising public awareness	£3,000	£3,000	£5,000	£3,000		

Community Grant Scheme - Schedule of Applications 2015/16

Ref No	Name of Organisation	Purpose			Grant app. 2015/16	Suggested allocations	Reason for refusal	Notes
			2013/14	2014/15				
455	Community Futures Kent	To bring together older family carers and support them to lead round table discussions with community groups and statutory agencies in Sevenoaks District to better understand their issues and plans for the future	No application	£1,300	£1,455	£600		
459	DGSM yourChoice	Purchase a mobile multi-interactive white board for use in Day Services	No application	No application	£3,290	£0	3	
460	Westerham & Crockham Hill Community Play	To put together a community plan for Westerham and surrounding villages to involve 300 volunteers, including a cast of over 100 in 12 performances of a play specially written for and about the town	No application	No application	£2,000	£0	4	
461	Youth Empowerment Services (YES+)	To deliver 3 x 6 session "Breaking Free" group work programmes for young people in mainstream or alternative education at risk of permanent exclusion and/or offending	No application	No application	£5,000	£0	4	
462	Project Salus	To provide a 2 week "Safety in Action" event (20/4/15 to 1/5/15) for West Kent students	£800	£1,000	£1,000	£1,000		
463	Edenbridge Community First Responders	To purchase equipment to provide response to emergency 999 calls on behalf of SECAM	No application	No application	£4,800	£0	4	
464	Funding For All	To provide a mentoring service for volunteer-led organisations to develop and deliver new community projects	No application	No application	£4,537	£0	3	
465	Baby Bundles (National Childbirth Trust)	To provide baby equipment, clothing and toiletries to disadvantaged local families	No application	No application	£1,360	£100		
			TOTAL	TOTAL	£124,626	£54,790		

Ref No	Name of Organisation	Purpose			Grant app. 2015/16	Suggested allocations	Reason for refusal	Notes
			2013/14	2014/15				

AVAILABLE FUNDING £54,791

- Refusal Reasons
- 1 The organisation's reserves are considered to be too high to enable a grant to be recommended
 - 2 The application has not demonstrated that the project for which funding is sought sufficiently meets the priorities of the grant scheme
 - 3 The available level of funding is not sufficient for the Council to be able to support this priority
 - 4 This service is primarily the responsibility of another agency
 - 5 This is an advice service that does not have CLS accreditation
 - 6 This application is for work taking place in a different financial year
 - 7 Application is ineligible under the Community Grant Guidelines
 - 8 This application cannot be supported as priority has been given to applications supporting a wide area of the District

CITIZENS' ADVICE BUREAUX SERVICE LEVEL AGREEMENT

Economic & Community Development Advisory Committee – 12 February 2015

Report of Chief Officer Communities & Business

Status: For Decision

Also considered by: Cabinet – 5 March 2015

Key Decision: Yes

Executive Summary: This report outlines progress on the work of the Citizens' Advice Bureau during the current year and seeks approval for the Service Level Agreement for the next three financial years.

This report supports the Key Aim of Caring Communities – Providing the right support at the right time and reduce poverty and social inclusion.

Portfolio Holder Cllr. Roddy Hogarth

Contact Officer(s) Lesley Bowles x7335

Recommendation to Economic & Community Development Advisory Committee:

That Cabinet be recommended to agree the draft Service Level Agreement for 2015/18.

Recommendation to Cabinet:

It be RESOLVED that the draft Service Level Agreement for 2015/18 is agreed subject to the conditions set out in paragraph 12 of this report.

Reason for recommendation: The Service Level Agreement outlines funding for the Citizens' Advice Bureau to provide a General Advice Service and a Housing Advice Service in the Sevenoaks District and sets out Service Standards for the delivery of these services.

Introduction and Background

- 1 The three year Service Level Agreement (SLA) with Sevenoaks & Swanley and Edenbridge & Westerham Citizens' Advice Bureaux was approved at the Cabinet Meeting of 12 January 2012.
- 2 The SLA three year agreement started on 1 April 2012 and will finish on 31 March 2015.

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- 3 Quarterly monitoring meetings are held between Officers and CABx Managers and an annual review meeting is held between the Portfolio Holder, Chief Officers for Communities & Business and Housing, CABx Chairs and Managers.
- 4 The information required from the Bureaux for quarterly meetings is set out at in Schedule B of the Service Level Agreement 2015/18 and that required for the the Annual Review meeting is set out in Schedule C.. The annual review period is from October to September each year.

SLA 2015-18

- 5 Discussions regarding the 3 year SLA to cover the period 2015/18 have taken place during 2014/15.
- 6 During the year, both CABx have had the opportunity to make suggestions on changes to the 2015/18 SLA to be taken forward.
- 7 Suggested changes have been incorporated into the draft SLA set out at Appendix A. These relate to the monitoring information that CABx are required to provide, taking account of changes to the way CABx nationally record and report data and do not reduce the effectiveness of the information in any way.
- 8 The payment for the General Advice Service for 2015/16 and each subsequent year is £ 98,540, unchanged from 2014/15. Payment for the Housing Advice Service continues at £ 18,000 per year, unchanged from 2014/15. Payment of the funding annually in advance enables the CABx to plan their services over the year
- 9 The hours of opening and access to the public also remain unchanged.
- 10 The Bureaux are required to agree between themselves how the funding is to be apportioned to each Bureau. They will then let the Council know so that payment can be made.
- 11 The Sevenoaks and Swanley CAB is likely to merge with Gravesham and Tonbridge CABx during the next financial year. Safeguards to ensure that Sevenoaks residents and volunteers are not disadvantaged by this arrangement are included in the revised SLA at paragraphs 1.7 and 3.6. Whilst the name of the organisation will change, it is proposed that the individual bureaux will be known by the name of the towns in which they are based, eg Swanley CAB and Sevenoaks CAB.
- 12 The new Service Level Agreement will be conditional upon any merger between CABx undertaking the following :
 - a) The level of service provided to Clients will remain as set out in paragraph 2.2 for the term of this Service Level Agreement.
 - b) The new merged Sevenoaks/Swanley/Tonbridge & Malling/Gravesham Citizens' Advice Bureau will include a proportionate or better geographic representation from the Sevenoaks & Swanley area, including at least one (and no fewer than other local authority's) representative, who should be nominated by Sevenoaks District Council.

- c) SDC's funding will be ring-fenced for the benefit of clients in the Sevenoaks District and the annual accounts will show spend in the Sevenoaks District separately from spend elsewhere.
- d) The pool of volunteers supporting Sevenoaks and Swanley Bureaux will include a proportionate or better percentage of volunteers from the Sevenoaks District.

Key Implications

Financial

- 13 The level of grant in the Council's ten year financial plan is £98,540 per year for the General Advice Service and £18,000 per year for the Housing Advice Service and these sums are included in the draft SLA.

Legal Implications and Risk Assessment Statement.

- 14 This is a Service Level Agreement as opposed to a contract that has contractual liabilities. Accordingly, this is a statement of what is expected from CABx and the Council, with a requirement for the CABx to provide performance data on the level and nature of advice given to clients.
- 15 The Service Level Agreement covers statutory obligations, including Child Safety Equalities and Safeguarding Policies.

RISK	IMPACT	CONTROL
Failure of the Bureaux to decide how to apportion the General Advice Service SLA between the CABx	This could result in delayed payment to the Bureaux and consequent threat to the service.	If agreement has not been reached between the two Bureaux by 31 March 2015, the Council will apportion it.

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	CABx provide assistance to those most in need in the District. They assist residents on issues around benefits, debt, education, employment, financial services & capability, health & community care, housing, immigration & asylum, legal, relationships, tax and discrimination. The service is available to all residents in the Sevenoaks District.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	The Council makes referrals or signposts customers to CABx relating to high hedges, debt and benefits, council tax, social housing, building control, land

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Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
		charges and nuisance.
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		There are no adverse impacts.

Conclusions

- 16 The Service Level Agreement outlines funding for the Citizens' Advice Bureau to provide a General Advice Service and a Housing Advice Service in the Sevenoaks District and sets out Service Standards for the delivery of these services. It is recommended that the draft SLA for 2015/18 be agreed.

Appendices

Appendix A – Draft Service Level Agreement 2015/18

Background Papers:

Draft Service Level Agreement 2015/18

Lesley Bowles
Chief Officer Communities & Business

Service Level Agreement between Sevenoaks District Council (SDC) and Citizens Advice Bureaux in the Sevenoaks District – 2015/18

Section		Page
1	Scope of the Agreement	2
2	Service Standards	3
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4	Performance Review and Monitoring	4
5	Payment and Financial Conditions	5
6	Contact Officers	5
7	Termination of the Agreement	6
8	Undertaking	6
Schedule A		
1	The Scope of the Housing Advice Service	8
2	Eligibility for the Housing Advice Service	9
3	Information relating to the Housing Advice Service to be held by the Provider	9
Schedule B	Performance data required for quarterly monitoring	10
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Schedule D	Definition of Homelessness	12

1. Scope of the Agreement

- 1.1 This Agreement establishes the relationship between the **Purchaser** and **Provider** in the provision of independent advice and information services and Housing Advice.
- 1.2 **The Purchaser** means Sevenoaks District Council, its employees and any person authorised to act on behalf of Sevenoaks District Council.
- 1.3 **The Provider** means Sevenoaks & Swanley Citizens' Advice Bureau and Edenbridge & Westerham Citizens' Advice Bureau, acting together to provide a cohesive, District-wide, integrated service.
- 1.4 **Clients** are residents and people working in the Sevenoaks District seeking information or advice and, for independent Housing Advice, any person who has ties to the District and falls within the scope of the Housing Advice eligibility conditions set out in Schedule A. It is recognised that CABx may be required to provide a service to other callers but that is outside the scope of this Agreement.
- 1.5 **The Service** is the provision of the following, according to the Service Standards and other arrangements set out in this Agreement:
- a) **General Advice Service:** free, confidential, impartial and independent advice to residents of the District on a wide range of issues including, but not exclusively, benefits, housing, money advice, employment, consumer relationships and taxation in line with the membership standards of Citizens' Advice.
- b) **Housing Advice Service:** a specialist approach to provide debt counselling and mortgage arrears advice and to prevent homelessness where possible. Eligibility conditions are set out in Schedule A. The definition of homelessness is taken from s.175 Housing Act 1996, an extract of which is attached at Schedule D.
- 1.6 **Period of the Agreement**
- This is a three year Agreement that will start on 1st April 2015 and finish on 31st March 2018 unless it is terminated or varied in line with the terms and conditions set out in this Agreement.
- 1.7 During the period of this agreement, Sevenoaks & Swanley Citizens' Advice Bureau may merge with Tonbridge & Malling Citizens' Advice Bureau and Gravesham Citizens' Advice Bureau. Edenbridge & Westerham CAB will continue in its sole capacity. When the merger takes place, it will be documented by a memorandum being annexed to this Agreement, and from its date thereof, this Agreement shall be read and construed as though the providers are respectively the two entities Sevenoaks/Swanley/Tonbridge & Malling/Gravesham Citizens' Advice Bureau and Edenbridge & Westerham Citizens' Advice Bureau and all terms and conditions shall be interpreted accordingly.

2. Service Standards

- 2.1 The Provider will operate to the requirements of the Community Legal Service Quality Mark (General Help Level) and will comply with Citizens' Advice Quality Assurance Standards Membership Agreement.
- 2.2 The Provider will make available drop in and telephone advice and information to Clients, offering a total of 52.5 hours per week on a minimum of 3 days per week in each of the following three locations:
- Sevenoaks CAB
Swanley CAB
Edenbridge CAB
- The Service will not be offered during the two weeks over the Christmas and New Year period or on Bank Holidays.
- 2.3 The Provider will timetable the Service so that at least one of the participating Bureaux can be accessed in person and by telephone every day of the week from Monday to Friday for a minimum of 4 hours per day, with the exception of the period set out at 2.2 above.
- 2.4 Clients requiring Housing Advice will be assisted within 2 working days of their approaching the Provider.
- 2.5 For Housing Advice, the Provider will keep a record of all discussions with the Client including the type of advice provided as set out in Schedule A to enable a seamless service to be provided to the Client.
- 2.6 The Provider will notify the Purchaser of the agreed hours of access at each location in April of each year. Any changes to the hours of access will be undertaken only after consultation with the Purchaser, unless it is for a part of the service funded wholly by other funders. This consultation must be undertaken in advance of any public notice of intention to make such changes.
- 2.7 The Provider will maintain an appropriate core of volunteer trained advisers covering the District.
- 2.8 The Provider will advertise the Service in local communities, local libraries, District Council premises, the District Council's website and from time to time in conjunction with the District Council, in the In Shape magazine.
- 2.9 The Provider will consult the Purchaser annually about the content of a uniform client satisfaction survey which the Provider will undertake on an annual basis for each year of the Agreement, using a minimum random sample of 500 Clients, evenly distributed between the three Bureaux.
- 2.10 Where appropriate Citizens' Advice Bureaux and Sevenoaks District Council will share training sessions which benefit the Bureaux staff and Housing officers and are cost effective.

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- 2.11 The Provider will acknowledge the financial support of Sevenoaks District Council in all its publicity and will display the District Council's logo in a prominent position at each of the three Bureaux.
- 2.12 The Purchaser and Provider will work together to attract external funding for the work of the Bureaux.

3 Policies and Safeguards

3.1 Statutory Obligations

The Provider will ensure that policies are in place so that the Service complies with existing and future legislation. This should include an Equal Opportunities Policy together with appropriate monitoring of BME groups to ensure fairness and equal access among those eligible for the Service. The Provider should embrace Sevenoaks District Council's Racial Equality Scheme.

3.2 Child Safety and Safeguarding Policies

The Provider will ensure that the Service is covered by a Child and Vulnerable Adult Protection Policy, will adhere to Citizen Advice's Safeguarding Policies, that all staff have read and understand the Policy and that appropriate enhanced level DBS checks are in place. The Provider will have regard to the District Council's Safeguarding Policy.

3.3 Assessment of Risk

The Provider will maintain an up-to-date risk assessment relating to the provision of the Service and make this available to the Purchaser.

3.4 Insurance

The Provider will make arrangements to insure professional negligence, public and employers' liability.

- 3.5 The Provider will make available copies of the policies and other safeguards mentioned in this section if requested by the Purchaser.

3.6 Merger

During the course of this SLA, if and when Sevenoaks & Swanley CAB merges with Tonbridge & Malling and Gravesham CABx, the payment will be conditional upon the new organisation undertaking the following:

- a) The level of service provided to Clients will remain as set out in paragraph 2.2 for the term of this Service Level Agreement.
- b) The new merged Sevenoaks/Swanley/Tonbridge & Malling/Gravesham Citizens' Advice Bureau will include a proportionate or better geographic representation from the Sevenoaks & Swanley area, including at least one (and no fewer than other local authority) representative, who should be nominated by Sevenoaks District Council.
- c) SDC's funding will be ring-fenced for the benefit of clients in the Sevenoaks

District and the annual accounts will show spend in the Sevenoaks District separately from spend elsewhere.

- d) The pool of volunteers supporting Sevenoaks and Swanley Bureaux will include a proportionate or better percentage of volunteers from the Sevenoaks District.

4 Performance Review and Monitoring

- 4.1 Monitoring will be carried out on a quarterly basis with an annual service review. Payment for years 2 and 3 will be dependent upon successful delivery of the Agreement in years 1 and 2.
- 4.2 The Provider will provide the Purchaser with a combined quarterly monitoring report in July, October, January and April of each year using the report headings set out in Schedule B, relating to the quarters April-June, July-September, October-December, January-March.
- 4.3 The Provider will provide the Purchaser with information for the annual service review by the end of November each year using the report headings set out in Schedule C.
- 4.4 The Provider agrees to meet the Purchaser quarterly in the last week of the month preceding the end of the quarter to review progress.

5 Payment and Financial Conditions

The Purchaser will pay the Provider annually in advance by April 10th in each year, the sums set out below subject to satisfactory performance in delivering this Agreement.

Year	General Advice Service	Housing Advice Service	Total £ per year
2015/16	£98,540	£6,000 for Edenbridge. £12,000 for Sevenoaks & Swanley	£116,540
2016/17	£98,540	£6,000 for Edenbridge. £12,000 for Sevenoaks & Swanley	£116,540
2017/18	£98,540	£6,000 for Edenbridge. £12,000 for Sevenoaks & Swanley	£116,540

6 Contact Officers

The Purchaser's Contact Officers are as follows:

General Advice Service:

Lesley Bowles, Chief Officer – Communities & Business

Simon Davies, Partnership & Project Officer

Housing Advice Service:

Pat Smith, Chief Housing Officer

Jane Ellis, Housing Advice & Standards Manager

The Provider's Contact Officers are as follows:

Edenbridge & Westerham CAB

Graham Coldman, Chairman

Jill Eyre, General Manager

Sevenoaks & Swanley CAB

Martin Wells, Chairman

Angela Newey, General Manager

7 Termination of the Agreement

- 7.1 If either party to this Agreement wishes to withdraw from the Agreement, at least 12 months' notice must be given in writing. Where termination is the result of the Provider not fulfilling the terms of the Agreement, a minimum of 6 months' notice should be given.
- 7.2 If the Provider cannot meet the commitments as set out in the Agreement, it will notify the District Council's Head of Community Development immediately the issue is identified. The Purchaser will review together with the Provider the ability to continue in the Agreement.

8 Undertaking

I agree on behalf of _____ to provide the services identified in the Service Specification, and to meet the terms and conditions contained in this Agreement.

Signed

_____ Chair, on behalf of the Trustee Board of Edenbridge & Westerham
Citizens Advice Bureau

_____ Chair, on behalf of the Trustee Board of Sevenoaks & Swanley Citizens
Advice Bureau

Date

Signed

_____ Chief Officer - Communities & Business
Sevenoaks District Council

Date

Schedule A

A1	The Scope of the Housing Advice Service
i	To provide an effective independent Housing Advice service to people who are eligible for Housing Advice as set out in A2 below. The principal aim of the Housing Advice Service is to avoid homelessness.
ii	Where appropriate, in order to avoid homelessness, to undertake debt counselling and/or mortgage arrears advice and assist with budgets which may include negotiating on the client's behalf with external organisations
iii	To signpost homeless or potentially homeless clients to relevant agencies. This will include, for example, advising people to join the Housing Register, making Homeless applications to Sevenoaks District Council or suggesting contact with the Home Improvement Agency to have disabled adaptations undertaken with support.
iv	To share information relating to specific cases where an applicant provides written permission/authorisation to the Council or Citizens' Advice Bureau in advance of the request.
v	<p>Special Needs</p> <p>The special needs of a client (those with physical disabilities or those with mental health and or learning disabilities) must be considered when offering housing advice. Any issues concerning aids and adaptations should be signposted to the Council, the Home Improvement Agency or relevant housing association, if a tenant.</p>
vi	<p>Non English-speaking applicants</p> <p>Reasonable efforts must be made to ensure that clients understand the Housing Advice provided or any related documentation. There should be access for applicants to use Language Line or similar if appropriate.</p>
vii	<p>Blind and deaf applicants</p> <p>Reasonable efforts must be made to ensure that applicants understand the Housing Advice or related documentation Braille documentation to be provided where possible.</p> <p>Where possible, the Service Provider should work with the Purchaser to investigate the provision of appropriate audio tapes or signing from a registered signer.</p>

A2	Eligibility for the Housing Advice Service
	<p>Eligible applicants must be:</p> <p style="padding-left: 40px;">People who will be homeless within 28 days of approach or</p> <p style="padding-left: 40px;">People who are potentially homeless within a maximum of 3 months of approach</p> <p>and</p> <p style="padding-left: 40px;">live or work within the District or</p> <p style="padding-left: 40px;">can demonstrate that they have lived here at least 6 months out of the last 12 months or 3 years out of the last 5 years or</p> <p style="padding-left: 40px;">applicants or close relatives must demonstrate a special need to be rehoused in this District (for example, through fear of violence in another district)</p>

A3	Information relating to the Housing Advice Service to be provided where possible
	<ul style="list-style-type: none"> a) household composition, including gender, age and race b) applicant’s housing requirements c) applicant’s special needs where they have been identified with the applicant d) applicant’s request for low cost home ownership (if applicable) e) applicant’s financial details particularly savings and income details f) applicant’s local connection to the District, using the information upon which the Client’s eligibility for the Housing Advice Service is based. g) relevant medical information (if applicable) h) applicant’s relevant past history, eg past evictions, debt problems, etc.

Schedule B

	Performance Data required for quarterly monitoring by 21st of the month following the end of the quarter
B1	Number of advertised hours of opening each week for telephone and drop in advice in Edenbridge, Sevenoaks and Swanley.
B2	The number of people assisted this quarter, including those from outside the District.
B3	The number of issues raised this quarter.
B4	The number of Clients who have received the Service this quarter including a breakdown by type of enquiry, level of enquiry and ward of residence.
B5	Percentage of the number of Clients who have received the Service and who are from Black and Minority Ethnic groups.
B6	The total number of trained advisers, recorded on the last day of each quarter.
B7	The number of benefits appeal, employment appeal and legal appeal cases opened this quarter.
B8	The number of face to face contacts conducted this quarter with the people set out in B2 above
B9	The number of telephone contacts conducted this quarter with those people set out in B2 above and the number of other contacts (letter, email etc) conducted this quarter with those set out in B2 above.
B10	Exception reporting: Dates on which a service was not available in the District, excluding weekends and bank holidays.
B11	Exception reporting: Weeks during which the Service was not available at any location for the agreed number of opening hours, with the exception of Bank Holidays and 2 weeks over Christmas and New Year.
B12	Exception reporting: No of Housing Advice Clients who could not be assisted within 2 working days of their approaching the Provider.
B13	A quarterly spreadsheet report showing Actual and Threatened Homelessness Gateways, setting out: Bureau, short description and AIC elements completed as relevant for the case.
B14	A quarterly spreadsheet report showing Actual and Threatened Homelessness enquiries, setting out: Bureau, short description and AIC elements completed as relevant for the case.
B15	Outcomes sheet setting out the number of cases where it is estimated that homelessness has been prevented for households included in B13 and B14.

Schedule C

Information required for annual review by end November	
C1	A copy of the most recent Citizens' Advice Membership confirmation, updated every three years, including the CLS Quality Mark.
C2	The results of the annual uniform customer satisfaction survey, which should separately identify Clients of the Housing Advice Service.
C3	Total number of people assisted October to September.
C4	Total number of Clients (see 1.4 for definition of 'Client') receiving the Service (see 1.5 for definition of the Service) October to September
C5	Copies of publicity material produced during the year.
C6	Copies of the most recent annual accounts
C7	The average number of paid staff hours per week during the year
C8	The number of voluntary staff hours worked during the year.
C9	A summary of any changes in the way the Service as been delivered during the year.
C10	A summary of any proposed changes to the Service in the ensuing year.
C11	A statement of how the Service has assisted in the delivery of Sevenoaks District Community Plan objectives during the year.
C12	A copy of the budget for the ensuing year.

Schedule D

The definition of 'homelessness' is taken from s.175 Housing Act 1996

175 Homelessness and threatened homelessness

(1) A person is homeless if he has no accommodation available for his occupation, in the United Kingdom or elsewhere, which he—

(a) is entitled to occupy by virtue of an interest in it or by virtue of an order of a court,

(b) has an express or implied licence to occupy, or

(c) occupies as a residence by virtue of any enactment or rule of law giving him the right to remain in occupation or restricting the right of another person to recover possession.

(2) A person is also homeless if he has accommodation but—

(a) he cannot secure entry to it, or

(b) it consists of a moveable structure, vehicle or vessel designed or adapted for human habitation and there is no place where he is entitled or permitted both to place it and to reside in it.

(3) A person shall not be treated as having accommodation unless it is accommodation which it would be reasonable for him to continue to occupy.

(4) A person is threatened with homelessness if it is likely that he will become homeless within 28 days.

Economic & Community Development Advisory Committee Work Plan 2014/15

12 February 2015	23 April 2015	Summer 2015	Autumn 2015
<p>Community Grant Scheme – Grant Recommendations for 2015/16</p> <p>CABx – Service Level Agreement 2015/16</p> <p>Inward Investment - The case for West Kent - The case for Swanley</p>	<p>Tourism Micro Site</p> <p>Tourism Destination Management Plan</p> <p>Visit Kent – 2015 Priorities</p>	<p>Health Priorities – Better Care Fund</p> <p>Health Inequalities Action plan</p>	

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