

Bath & North East Somerset Council

DECISION MAKER:	Cllr Dine Romero - Leader	
DECISION DATE:	On or after the 26 th of October 2019	EXECUTIVE FORWARD PLAN REFERENCE:
		E 3166
TITLE:	Ward Councillor Empowerment Fund	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
Appx 1: Application Form for the Ward Councillor Empowerment Fund		
Appx 2: Guidance Notes for the Ward Councillor Empowerment Fund		

1 THE ISSUE

1.1 This report sets out proposals for the introduction of a Ward Councillor Empowerment Fund, including purpose, terms and conditions, application process and timeframe for the initiative.

2 RECOMMENDATION

2.1 The Leader is asked to;

- (1) Approve the introduction of the Ward Councillor Empowerment Fund as set out in the report
- (2) Agree a one-off sum of £118,000 for the initiative from the council's one-off budget allocation for 2019/20
- (3) Agree to the scheme details as set out in the Guidance Note for the delivery of the scheme set out in Appendix 2
- (4) Agree the application process and timeframe for delivery set out in 3.4
- (5) Delegate to the Director of Partnerships and Corporate Services decisions relating to individual projects within the framework set out in this report and appendices

3 THE REPORT

- 3.1 The Ward Councillor Empowerment Fund (WCEF) is designed to help and empower Bath & North East Somerset elected members support projects that address the concerns and needs of their local communities. It will do this by providing funding of £2000 for each elected member for them to allocate to fund such projects, either in a single ward or across multiple wards if agreed by the relevant local members
- 3.2 As set out in the application form attached in Appendix One, projects must meet at least one of the Council's priorities, which are to:
- address the climate emergency
 - deliver for local residents
 - focus on prevention
 - give people a bigger say
- 3.3 Applications will be required to provide evidence of need, show how they will address local priorities and demonstrate that there is community support for the project through undertaking appropriate local engagement. It is expected that projects will be drawn up with local groups such as voluntary, community and residents' organisations, and- in parished areas- town, village and parish councils. They must demonstrate wherever possible match funding or equivalent in-kind support such as volunteer time.
- 3.4 The scheme will run from November 2019 to 31st March 2021, by which date all funds must be spent. All application forms must be submitted by no later than by 30th September 2020.
- 3.5 Full details of the scheme including terms and conditions are set out in the Guidance Notes attached as Appendix 2 of the report.

4 STATUTORY CONSIDERATIONS

- 4.1 There are a number of governance and other criteria which will be followed to meet statutory and governance frameworks. These include:
- (1) If consents, such as planning or licencing are required, details must be provided with the application.
 - (2) When a council service is delivering a project, evidence must be provided with the application that the service area agrees to this work being carried out.
 - (3) Where a project has ongoing costs, evidence must be provided on how these will be met.
 - (4) Funding must not be promised or committed in any way until final approval is granted by the Director of Partnerships and Corporate Services

4.2 Other conditions, including requirements for a lead organisations for each project which holds a bank account and other assurance and governance requirements, are set out in the Guidance Notes attached in appendix 2.

5 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

5.1 The total amount of £118,000 is to be drawn down from the council's one-off budget allocation for 2019/20.

5.2 Any outstanding funds not allocated will be redistributed to other projects

6 RISK MANAGEMENT

6.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

7 CLIMATE CHANGE

7.1 During the application process due consideration will be given to how the project and the funding applied for will contribute to the council's priority of addressing the climate emergency. Projects that are seen to be supporting the aim of carbon neutrality for the area by 2030 will be encouraged.

8 OTHER OPTIONS CONSIDERED

8.1 Consideration was given to this report being presented to full Cabinet but it is considered appropriate that it be a single member decision.

9 CONSULTATION

9.1 The Bath & North East Somerset Council Section 151 Officer and Monitoring Officer were both consulted in the preparation of this report.

Contact person	<i>Dave Dixon, Community Engagement Manager (01225 396532)</i>
Background papers	<i>None</i>
Please contact the report author if you need to access this report in an alternative format	