

## POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Corporate Performance Panel		
DATE:	22 <sup>nd</sup> July 2019		
TITLE:	Call in of Cabinet Members Delegated Decision – Financial Assistance Small Grants Scheme		
TYPE OF REPORT:	Consideration of Call in		
PORTFOLIO(S):	Culture, Heritage and Health		
REPORT AUTHOR:	Sam Winter, Democratic Services Manager		
OPEN/EXEMPT	OPEN	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

### **REPORT SUMMARY/COVER PAGE**

#### PURPOSE OF REPORT/SUMMARY:

This report deals with the Cabinet Member Delegated Decision made on 27<sup>th</sup> June 2019, concerning the Financial Assistance Small Grants Scheme.

The decision has been called-in and the Chief Executive has determined that the call-in is valid.

This report outlines to Members how the call-in process may be used in this case and what the issues are relating to the matter.

### **REPORT DETAIL**

#### **1. Introduction**

1.1 A decision was taken as a Cabinet Members Delegated Decision on 27<sup>th</sup> June 2019 to determine applications under the Financial Assistance Small Grants Scheme. A copy of the report is attached at Appendix A.

1.2 The decision was made to approve the decisions as set out in the report.

#### **2. Grounds for Call-In**

Standing Order 12.3 (d) requires grounds to be given for calling-in an executive decision.

The request to call-in the decision makes particular reference to the grant to the Bridge for Heroes, and the following reasons for the call-in have been given:

- (i) We need to know more about the budget and over all funding.
- (ii) Who is running the project?
- (iii) Are the people involved fully qualified?
- (iv) Why is this project being limited to one particular group?
- (v) To use a title of "Reminiscence Project" is misleading if this is to help people.
- (vi) To focus on Operation Banner brings in to question the fact that this particular project is at present being scrutinised by police and military and could bring the Council into disrepute

#### **3. Call-in requisition**

The call-in was proposed by Councillor Mrs Christine Hudson and supported by the following:

- Councillor J Collop
- Councillor Mrs S Collop
- Councillor G Howman
- Councillor B Jones
- Councillor A Ryves
- Councillor F Bone.

#### **4. Validity of Call-in**

The Chief Executive has made the following ruling:

The Call-in request accords with Standing Order 12.4 (c) – “Has a relevant, material matter not been considered in reaching the decision or has a relevant, material matter been overlooked in reaching the decision?” and on the basis that neither the original report nor the Portfolio Holders further clarification email (attached at Appendix 2) provided sufficient information on the budget for and the funding of the project, therefore the call-in is upheld.

#### **5. Call-in Process**

5.1 Standing Orders 15.33 and 15.34 sets out the call-in debating procedure, as follows:

- (a) The Proposer of the call-in and his supporters address the Corporate Performance Panel about the call-in and why it should be upheld;
- (b) The Panel Members receive a submission from the relevant Portfolio Holder;
- (c) The Panel Members receive submissions from Officers;
- (d) The Panel Members receive submissions from Members and, at the discretion of the Chairman, other interested parties;
- (e) The Panel debates the call-in (in accordance with Standing Order 15.33) during which they may question or seek further information from any of the four parties referred to in (a), (b), (c) and (d) above;
- (f) The proposer shall exercise a right of reply after the debate.

5.2 Following the debate, the Panel will decide (in accordance with Standing Order 12) either to support the Cabinet Member’s decision, or to uphold the call-in.

5.3 If the Panel upholds the call-in it may then take one of three courses of action:

- (a) report to Council, Cabinet or the relevant Portfolio Holder requesting that they amend or substitute the recommendations or decision; or
- (b) if the issue is considered urgent or straightforward, formulate a counter-recommendation or amendment; or
- (c) investigate the matter further at another meeting within thirty working days beginning with the day after the issue of the notification of the call-in and then follow the same process as set out in paragraphs 5.2 and 5.3 above.

#### 5.4 If the Corporate Performance Panel:

- (a) does not end the call-in within 30 days from the date of the decision which has been called in (and the decision remains in dispute); or
- (b) refers the call-in directly to Council,

the Council shall determine whether to approve the recommendation that has been called-in or to revoke, vary, amend and/or remit it back to Cabinet for further consideration.

#### 6. Background information

[https://www.west-norfolk.gov.uk/info/20007/people\\_and\\_communities/237/armed\\_forces\\_support](https://www.west-norfolk.gov.uk/info/20007/people_and_communities/237/armed_forces_support) - Link to the Armed Forces Support and covenant on the Borough Council's website.

**APPENDIX A**

**CABINET MEMBERS DELEGATED DECISION**

<b>Open</b>		Would any decisions proposed :		
<b>Any especially affected Wards</b>	Mandatory/	Be entirely within Cabinet's powers to decide YES/NO		
	Discretionary /	Need to be recommendations to Council		YES/NO
	Operational	Is it a Key Decision		YES/NO
Lead Member: E-mail: <a href="mailto:cllr.elizabeth.nockolds@west-norfolk.gov.uk">cllr.elizabeth.nockolds@west-norfolk.gov.uk</a>		Other Cabinet Members consulted: None		
Lead Officer: Lorraine Gore E-mail: <a href="mailto:Lorraine.gore@west-norfolk.gov.uk">Lorraine.gore@west-norfolk.gov.uk</a> Direct Dial (01553 616432)		Other Members consulted: None		
		Other Officers consulted: Sarah Dennis		
Financial Implications YES/NO	Policy/Personnel Implications YES/NO	Statutory Implications YES/NO	Equal Impact Assessment YES/NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES/NO
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)				
Date meeting advertised: 20 <sup>th</sup> June 2019		Date of meeting decision to be taken: 27 <sup>th</sup> June 2019		
Deadline for Call-In: 4 <sup>th</sup> July 2019				

**Financial Assistance Small Grants Scheme**

**Summary**

This report details the decisions made in relation to the first round of capital and revenue grant awards for 2019-20.

**Recommendation**

To approve the decisions set out below.

**Reason for Decision**

Determination of applications under the Small Grants Scheme.

A grants panel meeting was held on 10 June to assess applications for capital and revenue grants which fall within the Culture, Heritage and Health Portfolio. This report details the recommendations made at this meeting by the Portfolio Holder.

The recommendations featured in this report are subject to the 'call in' procedure. When the grant decision becomes official the applicants will be notified in writing by the Norfolk Community Foundation on behalf of the Borough Council. All terms and conditions of the grants will be stated in the official offer letter.

### Small Grants Scheme – Revenue grants

Applicant	Summary of request	Decision
Headway Norfolk & Waveney	To fund activity costs for the community rehabilitation service for people with brain injuries in King's Lynn.	£2,500.00
The Bridge For Heroes	To run a 6 month reminiscence project focusing on Operation Banner, one of the longest continuous deployments in British military history.	£2,000.00
Well Creek Trust	Towards a launch event for an installation to remember the former Wisbech to Upwell Tramway.	£250.00
West Norfolk Deaf Association	To fund four trips and activities to enable members who are profoundly deaf to take part.	£1,800.00
<b>TOTAL AWARDED</b>		<b>£6,550.00</b>

### Applications declined/ deferred:

Applicant	Summary of request	Decision
King's Lynn Winter Night shelter	To cover operational costs of the night shelter, contributing towards 2019/20 winter electricity costs.	Deferred to November panel pending confirmation of other BCKLWN support.
Music in Hospitals & Care	To provide 8 live music concerts in health and care settings in King's Lynn and West Norfolk.	Declined due to lack of planning detail available.

### Revenue applications:

Awards over £5,000: None

### Small Grants Scheme – Capital grants

Awards under £5,000:

Applicant	Summary of request	Decision
Mary Esther Holloway Memorial Trust (MEHM Trust)	To install audio, visual and film equipment for the village hall.	£1,292.00
The Gaywood Community Centre Management Committee	To re-wire the electrics in the Centre to ensure the future of this community facility.	£2,877.00 - see <i>note below</i>
<b>TOTAL AWARDED</b>		<b>£4,169.00</b>

### Applications declined/ deferred:

Applicant	Summary of request	Decision
Barroway Drove Social Committee	To purchase and install a defibrillator at the village hall.	Declined – pending a decision to offer a dedicated small fund for similar requests.

**Capital applications:**

**Gaywood Community Centre Management Committee**

At the panel meeting in March 2019, Gaywood Community Centre Management Committee were awarded a grant of £5,281 towards the cost of insulating the hall due to inefficiencies in the heating system. However, since that time the Committee have had an electrical survey undertaken at the hall which shows some of the electrics need replacing. This has therefore taken priority over the previous planned works to the heating.

The original grant offer of £5,281 for heating will therefore be transferred to the electrical works, and supplemented with an additional £2,877 to award a total grant of £8,158, being one third of the cost of the electrical works (£24,475).

Awards over £5,000:

**Docking St Mary's PCC**

Funds are requested to make improvements to the Church to support a wider range of community activities including installing one accessible and one unisex toilet in the corner of the nave, connecting the foul drain to the main sewer on the main road, removing three rows of pews from the west end of the nave, moving the font forward and making good the floor with matching Victorian tiles. A Faculty from the Diocese was granted in April 2019 giving permissions for the work.

At present the Church's only toilet facility is a chemical toilet located in the burial ground. This is inconvenient and with no washing facilities, unhygienic, moreover it cannot be accessed by anyone with mobility problems.

Works are expected to cost £87,719.00 in total.

**Decision: To award £10,000.00 on the condition that the full funding needed to proceed is secured**

**Emneth Central Hall Management Committee**

The hall has benefited from various improvements in recent years including the refurbishment of the kitchen, new boiler, improvements to disabled access and the car park, and work to the flat roof and fascias – these have improved the facilities and boosted hall use.

Funds are now requested to renovate the disabled, ladies and gent's toilets, replacing all sanitary ware, flooring, wall coverings, cubicles, electrics, hand driers and accessories. The application explains the toilets are in poor condition having not been refurbished for many years. Feedback from hall users has indicated they would welcome these improvements.

The works will cost £35,062 in total.

**Decision: To award £8,000.00 on the condition that the full funding needed to proceed is secured**

### **Policy Implications**

None.

### **Financial Implications**

The total Financial Assistance budget is as follows:

<b>2019/20 – Revenue Fund</b>	<b>£</b>
Budget 2019/20 – Funds Available	<b>13,030</b>
This report	<b>6,550</b>
<b>Balance of Funds Available 2018/19</b>	<b>6,480</b>

<b>2019/20 – Capital Fund</b>	<b>£</b>
Budget 2019/20 – Funds available	<b>50,000</b>
This report	<b>22,169</b>
<b>Balance of Funds Available 2018/19</b>	<b>27,831</b>

There is sufficient budget provision to cover both revenue and capital recommendations in this report.

### **Personnel Implications**

None.

### **Statutory Considerations**

None.

### **Equality Impact Assessment (EIA)**

None.

### **Risk Management Implications**

None.

### **Declarations of Interest / Dispensations Granted**

None.

**Background Papers**

Original application forms.

Signed:.....

Cabinet Member for:..... Date:.....