

**REPORT FROM: NEIGHBOURHOOD SERVICES MANAGER**

**TO: NELSON COMMITTEE**

**DATE: 4 MARCH 2019**

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**COMMUNITY INVESTMENT FUND:  
BID PROCESS AND NEW PRO FORMA**

**PURPOSE OF REPORT**

To update members further to the report to this Committee in February on the detail of the process for Community Investment Fund bids and to provide the revised Pro Forma.

**RECOMMENDATIONS**

- (1) That members note the Community Investment Fund (CIF) guidelines and process and use the revised Pro Forma for new bids.

**REASON FOR RECOMMENDATION**

To enable the Community Investment Fund to be allocated efficiently, effectively and timely.

***Community Investment Fund***

1. In February a report went to each Area Committee explaining that £100,000 would be divided between all members, ie £2,040 each for 49 members.
2. This is a one-off fund which can be spent on either revenue or capital expenditure.
3. It can be allocated either individually or pooled together but pooling resources to benefit the wider community is being encouraged.
4. The money can be carried over to the next financial year but members are being encouraged to allocate their share of the funds as soon as possible.
5. Members are encouraged to obtain match funding if they can to maximise the impact/outcomes of the funding. However, no match funding is necessary.
6. Members are encouraged to allocate the full amount or in large rather than small chunks.

7. The revised Pro Forma, including the Community Investment Fund Guidelines, is attached.

### **Process**

8. Bids submitted on the old Pro Forma need not be resubmitted.

9. For new bids, members should complete the new Pro Forma.

10. Completed forms are to be submitted to Tricia Wilson to verify that bids are in accordance with the Community Investment Fund Guidelines.

11. Tricia Wilson will acknowledge receipt by email direct to the councillor(s) who submitted the form and will request any additional information needed at this stage.

12. Verified bids will then be submitted to the relevant Area Committee for information.

13. Once noted by the Area Committee...

- and the funding is for a community group:
  - the money will be paid directly to the group as a grant;
  - Tricia will request bank details on the acknowledgement email;
  - all groups must be constituted or have access to a constituted group's bank account;
  - payments will be made by BACS; and
  - the community group will be asked to confirm when they have spent the grant and that it has been spent on what was noted by the Area Committee.
- or the money is towards a larger scheme:
  - the Council will procure the works to comply with the Financial Regulations and Contract Procedure Rules;
  - members will be referred to the Engineering Team if appropriate for the scheme proposal; and
  - the Engineering Team will contact you to establish when all match funding required is in place and to agree when to tender the works.

14. A record of noted bids and unallocated funding will be shown in a table on the agenda every month until the Community Investment Fund is fully committed. An example table is shown in Appendix 1.

### **IMPLICATIONS**

**Policy:** The Community Investment Fund is a one-off fund that can be carried over to 2019/20. However, members are encouraged to allocate their grants as soon as possible.

**Financial:** Funding is for capital or revenue expenditure, but must benefit the wider community. Members are encouraged to pool funding for greater impact and better use of resources.

**Legal:** None arising directly from the report.

**Risk Management:** None arising directly from the report.

**Health and Safety:** None arising directly from the report.

**Climate Change:** None arising directly from the report.

**Community Safety:** None arising directly from the report.

**Equality and Diversity:** None arising directly from the report.

## **APPENDICES**

Appendix 1: Example Table.

Appendix 2: Revised Pro Forma.

Appendix 3: Community Investment Fund Guidelines.

## **LIST OF BACKGROUND PAPERS**

None.

# Example Table

Appendix 1

**Nelson**

Councillor	2018/19 Community Investment Fund	Committed	Balance	Details of Scheme
<b>Bradley</b>				
M Iqbal	£2,040.00	£0.00	£2,040.00	
M Sakib	£2,040.00	£0.00	£2,040.00	
N Younis	£2,040.00	£0.00	£2,040.00	
<b>Clover Hill</b>				
E Ansar	£2,040.00	£0.00	£2,040.00	
W Blackburn	£2,040.00	£0.00	£2,040.00	
K Shore	£2,040.00	£0.00	£2,040.00	
<b>Marsden</b>				
T Cooney	£2,040.00	£0.00	£2,040.00	
N McGowan	£2,040.00	£0.00	£2,040.00	
<b>Southfield</b>				
M Ammer	£2,040.00	£0.00	£2,040.00	
D Whalley	£2,040.00	£0.00	£2,040.00	
S Wicks	£2,040.00	£0.00	£2,040.00	
<b>Walverden</b>				
G Adam	£2,040.00	£0.00	£2,040.00	
J Henderson	£2,040.00	£0.00	£2,040.00	
<b>Whitefield</b>				
N Ahmed	£2,040.00	£0.00	£2,040.00	
A Mahmood	£2,040.00	£0.00	£2,040.00	
	<b>£30,600.00</b>	<b>£0.00</b>	<b>£30,600.00</b>	

## Community Investment Fund (CIF) Pro Forma

<b>CIF Budget Per Councillor</b>	£2,040	<b>Amount Requested:</b>	£
<b>Area Committee:</b>			

**1. Short project title:** .....

**2. Bid submitted by (if more than one CIF budget is being pooled, please list the names of all the councillors bidding):**

.....

**3. Describe what the CIF fund will be spent on:** .....

.....

.....

.....

**4. Brief details of project (including the main outcomes to be achieved):**

[illegible]

5. Has match funding been secured?: .....

If yes:

(a) How much: £.....

(b) From whom?: .....

6. When will the project be implemented?: .....

7. If this is a grant to a community group, please provide their details:

.....  
.....  
.....

8. Are they VAT-registered?: .....

9. Will there be recurring financial implications as a result of this project?

.....

10. Any additional information: .....

.....  
.....

Guidelines for the allocation of funding are set out below.

If this is a grant, payment will be made directly to the community group.

Pendle Council will undertake all procurement processes required and comply with the Council's Financial Regulations and Contract Procedure Rules.

Office Use Only	
Bid Amount:	£
Eligible?	
Cost Code:	
Date:	

## **Community Investment Fund (CIF) Guidelines for Maximising the Benefit of the Fund**

### **PENDLE'S STRATEGIC OBJECTIVES**

#### **Working with Partners and the Community to Sustain Services of Good Value (Strong Services)**

Through effective partnership working, we will ensure that we procure and provide good value services that meet the needs of residents, visitors and businesses. We will prioritise resources accordingly and operate decision-making structures that are open, transparent and accountable.

#### **Helping to Create and Sustain Jobs with Strong Economic and Housing Growth (Strong Economy)**

We will work with our private sector partners to generate jobs and economic and housing growth in Pendle in a way that secures its long-term economic, environmental and social wellbeing.

#### **Help to Create and Sustain Resilient Communities (Strong Communities)**

We will acknowledge and build upon the borough's diversity, demonstrating our community leadership role by working with and empowering our partners and local people to provide clean, healthy, safe and cohesive communities. We will endeavour to maintain the quality of our environment through effective and efficient services, education, community involvement, partnership working and enforcement.

### **PENDLE'S POWERS TO SPEND FOR THE PROMOTION OF ECONOMIC, SOCIAL OR ECONOMIC WELLBEING**

Under Section 2 of the Local Government Act 2000:

- (1) Every local authority is to have power to do anything which it considers is likely to achieve any one or more of the following objects:
  - (a) the promotion or improvement of the economic wellbeing of their area;
  - (b) the promotion or improvement of the social wellbeing of their area; and
  - (c) the promotion or improvement of the environmental wellbeing of their area.
- (2) The power under subsection (1) may be exercised in relation to or for the benefit of:
  - (a) the whole or any part of a local authority's area; or
  - (b) all or any persons resident or present in a local authority's area.