

WEST SUNDERLAND AREA COMMITTEE

AGENDA

Extraordinary meeting to be held in the Civic Centre (Committee Room No. 3) on Tuesday, 25th July, 2006 at 4.15 p.m.

ITEM	(* Denotes an item relating to an executive function)	PAGE
1.	Apologies for Absence	
2.	Declarations of Interest	
3. *	Strategic Initiatives Budget (SIB) 2005/06 Ward Based Community Chest	1
	Report of the Director of Development and Regeneration (copy herewith).	
4. *	Strategic Initiatives Budget (SIB) Regeneration Issues Report	5
	Report of the Director of Development and Regeneration (copy herewith).	

R.C. RAYNER, City Solicitor.

Civic Centre, SUNDERLAND.

14th July, 2006.

This information can be made available on request in other languages. If you require this, please telephone 0191 553 1008

WEST SUNDERLAND AREA COMMITTEE MEETING 25th July, 2006

Title of Report:

STRATEGIC INITIATIVES BUDGET : 2006/07 WARD BASED COMMUNITY CHEST

Author(s):

Director of Development and Regeneration

Purpose of Report:

The purpose of this report is to bring forward 4 recommendations relating to the 2006/07 Community Chest Scheme.

Description of Decision:

The Committee is requested to:

i. approve all 4 proposals for support from the 2006/07 Community Chest as detailed in Annex 1

Is the decision consistent with the Budget/Policy Framework?

*Yes

If not, Council approval is required to change the Budget/Policy Framework Suggested reason(s) for Decision:

The Community Chest forms part of the Strategic Initiatives Budget and that £250,000 is available for the scheme in 2006/2007, £10,000 for each Ward. This scheme is operated under Section 137 of the Local Government Act 1972.

Alternative options to be considered and recommended to be rejected:

The circumstances are such that there are no realistic alternatives that could be considered.

Is this a "Key Decision" as defined in the Constitution?	Relevant Review Committee:
No	
	Regeneration and Community Review
Is it included in the Forward Plan?	Committee

No

STRATEGIC INITIATIVES BUDGET: 2006/2007 WARD-BASED COMMUNITY CHEST

Report of the Director of Development and Regeneration

1.0 Purpose of the Report

1.1 The purpose of this report is to bring forward 4 recommendations relating to the 2006/2007 Community Chest Scheme.

2.0 Description of Decision

2.1 The Committee is requested to approve all 4 proposals for support from the 2006/07 Community Chest as detailed in Annex I.

3.0 Background

3.1 The Committee will be aware that the Community Chest forms part of the Strategic Initiatives Budget and that £250,000 is available for the scheme in 2006/2007, £10,000 for each Ward. This scheme is operated under Section 137 of the Local Government Act.

4.0 Current Position

4.1 To date approvals for each of the Wards total:

Barnes	£0
Pallion	£2548
Sandhill	£2136
St. Anne's	£1800

5.0 Reason for Decision

5.1 Community Chest support is given to projects which clearly demonstrate that they will address identified local needs, as detailed in Area Regeneration Frameworks, normally providing genuine community benefit and which can subsequently provide evidence/measurement of success in this respect.

6.0 Alternative Options

6.1 The circumstances are such that there are no realistic alternatives that could be considered.

7.0 Relevant Consultation

- **7.1** Members have been consulted on all applications for Community Chest support.
- 7.2 The City Treasurer has been consulted on this report, all costs associated with developing Community Chest applications are resourced by the Strategic Initiatives Budget admin fee.

7.3 Residents have been consulted about the priorities in the Area Regeneration Frameworks Community Chest grants support these identified priorities.

8.0 Background Papers

- **8.1** The following background papers were used:
 - Community Chest Application Forms
 - Schedule of projects circulated at the panel meeting held on 7th July, 2006

ANNEX 1

COMMUNITY CHEST 2006/2007

PROJECTS PROPOSED FOR APPROVAL

BARNES WARD	Recommended Grant subject to final estimates, invoices, up to £:
Plains Farm Blue Under 9's – Purchase of equipment, goalposts, balls, tracksuits etc.,	520
Pemberton Bowling Club – Purchase of park clock.	500
Plains Farm Community Association – Contribution towards replacement old and damaged equipment, skipping ropes, punch bags, gloves etc.,	500
Grindon Community Association Bowls Club – Contribution towards social activities for the members, trips, refreshments etc.,	500
Total	2020
Total Projects	2020

WEST AREA COMMITTEE	MEETING
6 th July 2006	

EXECUTIVE SUMMARY SHEET - PART I

Author(s):

DIRECTOR OF DEVELOPMENT AND REGENERATION

Purpose of Report:

This report requests Area Committee consideration of proposals for the allocation of Strategic Initiatives Budget (SIB) to support a variety of new initiatives that will benefit the area.

Description of Decision:

The Committee is requested to approve the following:

i) Request to extend funding of West Access Fund previous allocation beyond projected completion date.

Is the decision consistent with the Budget/Policy Framework?

Yes

If not, Council approval is required to change the Budget/Policy Framework

Suggested reason(s) for Decision:

Each Regeneration Framework area has been allocated a minimum of £200,000 per annum over the last eleven years from the Strategic Initiatives Budget to promote action on key priorities identified in the relevant Area Regeneration Frameworks, and to attract other funding into the area.

Alternative options to be considered and recommended to be rejected:

None

Is this a "Key Decision" as defined in the Constitution?

Relevant Review Committee:

No

Regeneration Review Committee

Is it included in the Forward Plan?

No

WEST SUNDERLAND AREA COMMITTEE 25th July 2006

STRATEGIC INITIATIVES BUDGET (SIB): REGENERATION ISSUES REPORT

Report of the Director of Development and Regeneration

1.0 Purpose Of The Report

1.1 This report outlines current expenditure from the Strategic Initiatives Budget (SIB) and applications for funding from this budget in order to support new initiatives, which will benefit the area.

2.0 Description of Decision (Recommendation)

- 2.1 The Committee is requested to approve the following:
 - Request to extend funding of previous allocation beyond projected completion date, as included in Annex 1

3.0 Background

3.1 Each Regeneration Framework area has been allocated a minimum budget of £200,000 per annum over the last eleven years. Over this period, therefore, the Framework area has been allocated £2,333,380.

4.0 Current Position

- 4.1 At the last Committee meeting on 6th July 2006, there were 3 applications totaling £30,772 approved from the 2006/7 budget. This means that £101,021 has been committed from the 2006/7 budget leaving a balance of £132,209.
- 4.2 Criteria for SIB funding is included in Annex 2.
- 4.3 Annex 3 gives a full breakdown of individual projects funded since 2003/4.

5.0 Reasons for the Decision

5.1 SIB was established to promote action on key priorities identified in the relevant Area Regeneration Frameworks, and to attract other funding into the area. Applications for SIB funding should demonstrate the potential benefits to local communities the proposed project would bring, and subsequently be able to provide evidence and statistics that can illustrate these benefits.

6.0 Alternative Options

6.1 Each project is required to indicate what alternative options they have considered in section 7.4 of its application form.

7.0 Relevant Consultations

7.1 Financial Implications

Each project is required to indicate what financial implications there may be in section 7.5 of its application form.

7.2 Implications for Other Services

Each project is required to indicate what implications there may be for other services in section 3.11 of its application form. They are also required to identify any support or sponsorship that might be required from a City of Sunderland Council Directorate in Section 3.12 of its application form.

7.3 The Public

Each project is required to indicate what consultation it has undertaken and other documentary evidence it has to support its proposal in sections 3.8 and 3.9 of its application form.

7.4 The Race Relations (Amendment) Act 2000 and the Councils Race Equality Scheme.

Each project is required to indicate whether it has an equal opportunities policy, or what measures it employs to address equal opportunity issues, in Section 4 of its application form.

7.5 Public Relations and Publicity

Each project is required to indicate how it will promote SIB via project publicity in Section 3.7 of the application form. The Marketing and Communications Co-ordinator for the City of Sunderland Council implements the publicity and public relations schedule on behalf of the Area Committee.

7.6 Procurement and Purchasing

Each project is required to provide details of how they will ensure that the procurement and purchasing of services and equipment will be managed in accordance with requirements as detailed in the guidance notes and guidelines, in Section 7.10 of its application form.

8.0 List of Appendices

- 8.1 Annex 1 Request to extend funding of previous allocation
- 8.2 Annex 2 SIB Criteria and guidelines
- 8.3 Annex 3 Summary of Funding Approvals

9.0 Background Papers

- 9.1 Strategic Initiatives Budget (SIB): Regeneration Issues Reports to previous Area Committees
- 9.2 Regeneration Framework Files, West Sunderland

REQUESTS FOR EXTENSION OF FUNDING

West Access Fund

In March 2003, the Area Committee agreed funding over a three year period to be used as match funding to SRB and other funding sources for a project to improve access to facilities.

As SIB is used when other funds have been exhausted, the SIB element has not been fully committed. There are a number of project in the pre application stage who will be submitting capital bids before the end of March 2007.

As such, the project would like to extend SIB funding until March 2007.

The Area Committee is requested to extend funding amounting £13,615 until 31st March 2007.

STRATEGIC INITIATIVES BUDGET (SIB) CRITERIA AND PROJECT GUIDELINES

1 ABOUT THE SIB FUND

- 1.1 SIB was established in 1996/7 to promote action on key priorities identified in the relevant Area Regeneration Frameworks, and to attract other funding into the area. Each Regeneration Framework area is currently allocated a minimum of £200,000 per year. Applications for funding are approved by the relevant Area Committee or Cabinet.
- 1.2 SIB is approved on an annual basis as part of the full Council budget process in February or March each year. It is possible that due to financial constraints in a particular year, the allocation may be reduced or withdrawn. Approvals from future years' SIB allocations are therefore subject to this budget process and cannot be guaranteed.
- 1.3 Applications therefore will only be approved for the current year unless exceptional circumstances can be established, such as the need to secure other funding over a period of time or enable the recruitment or retention of staff to proceed. Projects that apply for funding from future years' allocations do so at their own risk.

2 APPLYING FOR SIB

2.1 The Council's Development and Regeneration Directorate administers SIB through its Regeneration and Housing Service. Any project wishing to enquire about a possible application, or who have any queries regarding the process, should in the first instance, contact the relevant Area Regeneration Officer below:

Bill Blackett Sunderland East, and the Coalfields Telephone 553 1162 Fax 553 1599 e-mail bill.blackett@sunderland.gov.uk

Karon Purvis Sunderland North, and Washington Telephone 553 1214 Fax 553 1599 e-mail karon.purvis@sunderland.gov.uk

Richard Parry Sunderland South and Sunderland West Telephone 553 1217 Fax 553 1599 e-mail richard.parry@sunderland.gov.uk

2.2 Once the suitability of the project has been established, an application form will be sent out electronically or by post accompanied by these guidelines, guidance notes for filling in the application form, and a copy

of the relevant Framework(s) and Action Plans. As a copy of the completed application form will be attached to a covering report as part of the Area Committee's agenda, we would appreciate it if the form could be returned electronically to the relevant Area Regeneration Officer at the appropriate e-mail address provided above. If this is not possible, a typed copy can be sent to the address shown on the covering letter. The covering letter will also provide the date of the next pre-agenda and the full Area Committee meetings, and the deadline for returning the completed application form.

- 2.3 Where an SIB application refers to inputs or support from other Council Directorates, either financial or otherwise, the Lead Agent should seek the agreement of the relevant Directorate. Agreement should be at the appropriate level within the Directorate and should be in place prior to the application being placed on the pre agenda. The appropriate Directorate contact name will be supplied and support or authorisation will be included in the application.
- 2.4 Where possible, a representative of the project must attend the pre agenda and the full Area Committee meetings in order to respond to any queries the Elected Members may have. Please note however, that attendees will not be expected to speak on behalf of the application but to respond to any questions there may be regarding the application
- 2.5 An application to the Area Committee should not be interpreted as a guarantee of its approval. The Committee reserves the right to defer or reject any submission on the basis of available SIB funding in the current financial year and the project's suitability in the light of Area Framework priorities and SIB criteria. However, it will make a decision at the meeting whether to grant the full amount being requested, make a contribution of a lesser amount, defer the request or refuse the application.

3. CRITERIA FOR ELIGIBILITY

- 3.1 SIB is intended to address the Area Regeneration Framework priorities, which are identified in the Action plan. Although an application does not need to address these priorities in order to receive approval, preference will be given to those proposals that clearly demonstrate a link with the Action Plan.
- 3.2 Applications should also demonstrate the potential benefits to local communities the proposed project would bring, and subsequently be able to provide evidence and statistics that can illustrate these benefits.
- 3.3 SIB is mainly intended for one off projects, capital expenditure and "pump priming" of new initiatives. Revenue support can be included in any application, but this will only be at the commencement of a new project or as "gap funding" to enable a project to continue while other funding is being sought. Ongoing or repeat revenue or maintenance

- costs, such as electricity or rent, will not normally be considered for SIB funding.
- 3.4 A major aim of SIB is to attract other funding into the area. While the lack of other funding would not disqualify any application, priority is given to those projects that are seeking or have secured additional funding from other sources such as Single Regeneration Budget, Lottery, European funding, sponsorship or grants from charitable institutions.
- 3.5 Applicants are normally expected to make a contribution towards overall project costs, although this is not essential for SIB support to be considered.
- 3.6 Applications will normally only be approved for the current year unless exceptional circumstances can be established, such as the need to secure other funding or enabling the recruitment or retention of staff to proceed. In such cases, future years' allocations would therefore become 'active' once the full Council's budget for that year had been formally approved.
- 3.7 Any project applying for SIB funding must have a management committee, some form of written constitution and a dual signatory bank/building society account.

4 NON-ELIGIBILITY

- 4.1 Individuals or groups that are not formally constituted are ineligible for SIB funding.
- 4.2 SIB should not be used to finance projects that would normally be funded through other sources or to compensate for budget reductions in mainstream provision.
- 4.3 SIB cannot provide ongoing revenue or maintenance support to projects (see 3.3 above) or for payments for redundancy.
- 4.4 SIB cannot be used for activities of a political or exclusively religious nature.
- 4.5 SIB cannot be used to fund retrospectively i.e. for expenditure already incurred before the application has been approved.

5 APPROVAL AND PAYMENT

5.1 If the application is approved in full or in part, an offer letter confirming the allocation will be sent out to the nominated contact person within a week. Funding will only become available once the terms and conditions accompanying the offer letter have been signed and returned. These terms and conditions that accompany the offer letter should be

read carefully, as this constitutes a contract between Sunderland City Council and the project.

- 5.2 The grant will not be released as a "lump sum". Funding will be released to cover appropriate expenses as they occur and not in advance or anticipation of need. Relevant documentation (e.g. invoice, receipt) must be produced before payment is made.
- 5.3 There is not the facility to overspend on specific allocations. It is the project's responsibility to have estimated the costs correctly, and the Council does not accept any liability should these estimates prove inaccurate or insufficient. Should the available funding prove inadequate to meet the project's aims, it will be the project's responsibility to seek additional funding. If this is not possible, the Lead Agent should seek advice from the relevant Area Regeneration Officer regarding the current status of their SIB allocation. Any project that exceeds the original allocation will be required to find the overspend from their own resources.

6 CONDITIONS

6.1 Projects must be managed in accordance with all appropriate statutory requirements and employment legislation and must not be conducted in any way as to bring Sunderland City Council into disrepute

6.2 Purchasing / Procurement requirements

The Council has a duty to ensure that, where it awards public monies to external organisations, value for money and probity is demonstrated as monies are expended.

Where any such monies are used to procure goods, materials, services or works the following procurement requirements must be applied.

Procurement up to £10,000

Records must be kept to demonstrate that value for money has been achieved, by keeping suitable records. For example, if all or part of a grant was to be used to purchase computer equipment it would be appropriate to contact at least four suppliers of the equipment concerned and ask for a price from each supplier. A note should be retained of the price and specification quoted in each case. If the supplier used is not the supplier quoting the lowest purchase price, a record should be kept with the quotes to explain why the chosen supplier was used. This would normally be on the grounds of quality. This process would also apply to suppliers of services. This process would also apply to suppliers of services, e.g. consultancy services for feasibility studies and for purchases classified as capital works.

Procurement Between £10,000 and £50,000

For procurement of this value, at least four written quotations must be obtained and kept for inspection from suitable contractors or suppliers. If less than four quotations are obtained (e.g. because the work is specialised) or considered the reason for this should also be recorded. Finally, if the supplier used is not the supplier quoting the lowest purchase price, a record should be kept with the quotes to explain why the chosen supplier was used.

Procurement Over £50,000

A formal tender process must be used for all procurement exceeding £50,000.

This means that at least six suitable contractors or suppliers should be invited to tender for the contract on the basis of a clear detailed specification. A deadline should be set for receipt of the tenders from those invited, and tenders received after the deadline should not be considered. Tenders received by the deadline should be opened together in the presence of at least two responsible people. The value of each tender should be recorded and the record signed by both persons present. If the supplier used did not tender the lowest price, a record should be kept to explain why the chosen supplier was used.

Potential conflicts of Interest

Any potential conflicts of interest (e.g. the supplier is a friend or relative of the person procuring the service, goods or works) should be declared and those affected should not participate in the procurement process or decision.

Retention of Records

Records of all of the above processes should be retained for a period of three years and must be available for inspection by representatives of the Council if required.

Failure to comply with any of the above conditions could result in clawback of monies and further claims or awards not being approved.

Please note: Projects will be required to submit all relevant documentation with regard to the appointment of a contractor or supplier with the first Quarterly Monitoring Return (or the most appropriate).

6.3 Projects are required to provide accurate and verifiable information for monitoring, evaluation and reporting purposes, and must fill in and return the quarterly monitoring return form that is sent requesting information on

projects' progress. Additionally, projects are subject to audit and monitoring throughout their duration by officers of the Development and Regeneration Directorate. Failure to return monitoring forms or comply with any other financial requests made may result in the remainder of the allocation being withheld or future applications being refused.

- 6.4 Once a project has used its full SIB allocation, projects will be required to submit a written report and attend a future Area Committee meeting to discuss the project's impact. Lead Agents will be informed of when this report and presentation will be required by the relevant Area Regeneration Officer.
- 6.5 It is the project's responsibility to keep the relevant Area Regeneration Officer informed of any changes that may affect its SIB allocation. In this respect it should be noted that:
 - The normal practice will be to make SIB funding available for the period indicated in the funding profile in Section 7 of the application form. If funding is not claimed in accordance with the profile of projected costs in Section 7 of the application form or once the projected completion date has been reached, any unused allocation may be reclaimed, unless the project has indicated a reason for the delay and requested an extension to their funding period.
 - No project will be allowed to access SIB funding beyond 2 years from the date of the original offer letter, unless it has received approval for funding over several years. Beyond this period, any unused allocation will be returned to SIB and any project still requiring the funding would need to submit a new application.
 - SIB can only be used for the purposes outlined in section 3.4 and section 7 of the application form. If a project for any reason wishes to use their allocation for purposes other than the ones originally proposed, they would need either to return the unused allocation and submit a new proposal to the Area Committee or make a formal request to the Area Committee to vire the allocation.
- 6.6 The project should ensure that, wherever appropriate, publicity generated by the project acknowledges SIB support. It is a condition of SIB that any press releases be made via the SIB Marketing and Communications team (Tel 0191 553 1933). Please note that in cases where SIB has provided support for the feasibility stage of a capital build project, SIB support will need to be acknowledged on site billboards at the construction stage. The SIB logo can be obtained from the SIB Marketing and Communications team.

SIB Resources Statement as at 6th July 2006

Annex 3

	Committee Approval	Allocations £000's	Approvals £000's	Unallocated £000's
Total SIB Allocation Pre 2003/2004		1,400.000	1375.592	24.408
2003/2004 Approvals				
Budget allocation		200.000		
European Fund Development Package	17.12.01		10.4	
Barnes Park	17.12.01		35	
St Luke's Shopping Area Improvements	28.11.02		12.5	
Eco Rangers West 2003/2004	06.02.03		1	
Ford & Pallion Environmental Work	25.03.03		6	
St Luke's Neighbourhood Project	25.03.03		22.033	
West Access Fund	25.03.03		8.125	
Noah's Ark Crèche	04.07.03		20	
Events Budget	04.07.03		2	
GATES Virement	04.07.03		9.75	
Barnes School Community Room	02.10.03		12.5	
Dawson Terrace - South Hylton	02.10.03		5	
Plains Farm & Humbledon Community	02.10.03		19	
Plains Farm & Humbledon Community	27.11.03		5	
Pennywell Community Centre Redevelopment	05.02.04		49.995	
Ewesley Road Youth Work	05.02.04		1.83	
Ford, Pallion & Pennywell Outreach Welfare Rights	05.02.04		4.275	
<u> </u>		200.000	224.408	-24.408
Total Resources available			,	0

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2004/2005 Approvals	Approval	£000's	£000's	£000's
Budget alloaction		200.000		
West Access Fund 04/05	25.03.03		5.75	
Pallion Youth Action Group	02.10.03		11	
Quality Time	02.10.03		3.05	

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0.02.05 0.02.05 0.02.05 0.02.05 4.04.05 4.04.05	15 24 12 9.75	4 4.7 .538 .998
0.02.05 0.02.05 0.02.05 0.02.05 4.04.05	15 24 12	4 4.7 .538 .998
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0.02.05 0.02.05 0.02.05 0.02.05 4.04.05	15 24	4 4.7 .538 .998
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0.02.05 0.02.05 0.02.05	15	4 4.7 .538
0.02.05 0.02.05		4 4.7
0.02.05	12	4
	12	
0.02.05	12	.187
0.02.05		1.5
	31	
2.12.04		.365
7.10.04		20
7.10.04	12	.716
7.10.04	14	.603
7.10.04		3
7.10.04		10.3
		5
8.07.04		2.5 9
0.03.04		1
0.03.04	14	2
		.255
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2005/2006 Approvals	Committee Approval	Allocations £000's	Approvals £000's	Unallocated £000's
Budget allocation		233.230		
West Access Fund 05/06	25.03.03		2.76	
Grindon CCTV Upgrade	10.02.05		9.246	
EU Funding Package Development Phase 2	14.04.05		14.765	
Fellstead School Community Sports Hall Plains Farm & Humbledon Neighbourhood	07.07.05		30.040	
Warden Project	07.07.05		10	
Horticultural Training Project	07.07.05		1.5	
DISC Security Measures	07.07.05		4.309	
Volunteer Outreach Project	07.07.05		3.333	
People's Pedal Power Community Initiatives Project - Thorney Close Action & Enterprise Centre	06.10.05 06.10.05		2.15 5.295	
Claxheugh Riverside Masterplan	06.10.05		3	
Physical Disabilities Alliance Project	06.10.05		2	
Sunderland Amateur Boxing Club - Health & Safety Works	06.10.05		2	
Lambton Street Fellowship Centre - 'High Flyers'	06.10.05		10.914	
Sunderland Training & Education Farm	06.10.05		14.5	
Compass Community Transport	06.10.05		2	
West Events Budget	06.10.05		12	
Grindon Young People's Centre	01.12.05		19	
Little Sisters of the Poor Phoenix Project - Community Outreach	01.12.05		20	
Programme	01.12.05		6	
Construction Challenge Project	01.12.05		6.5	
Sunderland Juvenile Service Project	01.12.05		10.8	
Playdays Childcare Project St Mary & St Peter's Community Project - Gap	01.12.05		6.750	
Funding ICT Provision, Youth Matters & Service	01.12.05		19.095	
Development	01.12.05		25.370	
Barnes Café / Café Development Project Returned Funding 2005/2006	09.02.06		6.898	
Active Communities Development Fund	(02.10.03)	2.196		
GATES Start Up	(06.02.03)	0.800		

·		237.923	250.225	-12.302
Physical disabilities Amarice Project	(00.10.03)		250.225	-12.302
Physical Disabilities Alliance Project	(06.10.05)	0.666		
Sunderland Support for Parents with Disabilities	(30.03.04)	0.830		
Plains Farm & Humbledon Community	(02.10.03)	0.201		

2006/2007 Approvals	Committee Approval	Allocations £000's	Approvals £000's	Unallocated £000's
Budget allocation		233.230		
Barnes Café / Café Development Project	09.02.06		0.602	
EU Funding Package Development	06.04.06		11.437	
Outreach Welfare Rights Project	06.04.06		21.067	
Eco Rangers	06.04.06		1.5	
Construction Challenge Project	06.04.06		5	
Play Work ILM Project	06.04.06		18	
Early Years Environment Project Improving the Health and Independent Living	06.04.06		12.643	
of Sunderlands Older People	06.07.06		3.12	
Community Centre Development Wearable Service Development and Capacity	06.07.06		17.032	
building	06.07.06		10.62	
Returned Funding 2006/2007		0.000		
		233.230	101.021	132.209
Total Resources available				132.209