



Walsall Council

Neighbourhood Partnerships and Programmes

1. Procedure Note Title

Local Neighbourhood Partnerships Projects

2. Purpose

To standardise the process for implementation, authorisation, monitoring and payment of Local Neighbourhood Partnerships project funding

3. Distribution

- Head of neighbourhood Partnerships and Programmes
- Local Neighbourhood Partnership officers
- Local Neighbourhood Partnership admin team

4. Procedure

1. On receipt of a request for project funding confirm that the requested funds are available with the Partnership Support Manager.
2. If the funds are available details of the project to be forwarded to the Head of Neighbourhood Partnerships and Programmes along with details of which National Indicators the project impacts upon.
3. If the project has sufficient positive impact LNP Officer to forward a copy of the project proposal form (appendix 1) to the project lead. If the project does not meet the priorities or is not considered value for money LNP Officer to feedback to the project lead.
4. On receipt of a completed project proposal form LNP officer to arrange presentation at LNP meeting.
5. If the project obtains the support of the LNP the project proposal form needs to be signed by the LNP chair and the Head of Neighbourhood Partnerships and Programmes.
6. Copy of completed form to be passed to Partnership Support Manager.
7. Partnership Support Manager to issue paperwork to project lead as follows:

External Projects

- i. Partnership Support Manager to draft a Grant Agreement for external projects (appendix 2).
- ii. Details of the project to be recorded on \\Nt25\nhop\$\Partnership Support Manager\New LNP Projects 2009 - 2010.
- iii. On receipt of a signed Grant Agreement complete Accounts Payable proforma (http://inside.walsall.gov.uk/index/accounts_payable.htm) to arrange payment to the project.

Internal Projects

- i. Partnership Support Manager to draft approval memo for internal projects (appendix 3).
- ii. Approval memo to be sent along with acceptance form (appendix 4) and Grant Reimbursement form (appendix 5).

Monitoring

8. LNP Officer to maintain contact with the project lead at regular intervals and to report back to the Partnership Support Manager and the LNP's on the progress of the project.
9. On completion of the project details of expenditure and evidence to be requested by the LNP Officer to be produced within a month of project completion.
10. Details of expenditure to be passed to the Partnership Support Manager to arrange reimbursement for internal projects using Journal recharge form (http://inside.walsall.gov.uk/index/fass_mt.htm) or claw back under spend from external projects using External Invoice request form (http://inside.walsall.gov.uk/index/fass_mt.htm)

Reconciliation

1. Partnership Support Manager to reconcile accounts using ORACLE and advise LNP officers of expenditure and budgetary information on a monthly basis prior to LNP meetings.

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1.0

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22/06/2009

Prepared by

Matt Fisher

Checked by

Appendix 1

Proposal for use of 'one-off' resources in support of LNP pledges



Name of LNP:

Pro-forma completed by:

Tel:

E-mail:

Title of Project:	
Brief Description of the project (what is intended to happen)	
Project start date:	Project end date:
Aims of the project: <ul style="list-style-type: none">••••••	
Explain why this project is needed, who are the beneficiaries?	
How much does the project cost in total? Please provide breakdown of total cost i.e. how will the fund be spent How much funding is being requested from the LNP? If the total cost is higher than the amount needed from the LNP, where will the remaining match funding come from? Are there any 'in kind' contributions to the project? (ie officer time, not claimed back through funding, future maintenance costs)	

<p>How does the proposal link to the LNP Pledges and LAA targets?</p>
<p>Assurance that the proposal is not contrary to Council policy</p>
<p>Impact of the proposal? who will it benefit and how will it benefit the LNP area?</p>
<p>Value for money? Are the identified benefits worth the costs to be incurred</p>
<p>Responsible officer: If approved, this officer will be responsible for ordering the work, spending the money in compliance with the Council's contract and financial procedures</p>
<p>Milestones: please detail milestone for delivery of project including timescales for each milestone</p> <ul style="list-style-type: none"> • • • • • •
<p>Reporting back: When will money be spent, work be done, impact be felt and reported back to LNP</p>
<p>How will you promote and publicise the project?</p>

This proposal agreed by the LNP on:

Signed by the LNP Chair:

Date:

Signed by Head of Neighbourhood Partnerships:

Appendix 2

A Grant Agreement

This agreement is between:

Walsall Council
Neighbourhood Partnerships and Programmes
First Floor, Challenge Building
Hatherton Street
Walsall
WS1 1YB

AND

Name of Organisation:

Address

WMBC agree to pay £XXXXXX

For the period from XXXXX

XXXXXXXXX AGREE to operate in accordance with the Council's Conditions of Grant Aid (see Appendix 1) and
XXXXXX AGREE to achieve any outputs or targets, as identified; in the 'Proposal for Use of 'One Off' Resources in Support of Local Plan' pro-forma (copy attached).

XXXXXX AGREE to provide the information and allow access to their financial records as set out in this agreement.

A nominated officer from the LNP support team in Walsall Council will work with XXXXXXXX and ensure the funding is used for the purpose agreed as outlined in the pro-forma.

If monitoring shows that any agreed outputs or targets will not be achieved, within the time specified, or in cases where that evidence is not forthcoming or finally in cases where the organisation/project fails to achieve its agreed outcomes, the Council reserve the right to demand repayment, in full or in part, of the grant paid out.

For and on behalf of Walsall Council

NAME: POSITION:

SIGNED: DATE:

For and on behalf of XXXXXX

NAME: POSITION:

SIGNED DATE:

Please note that any award made for 2006 does not mean that grants will be awarded to that organisation in future years.

We are making council services accessible, and tailored to the needs of all, regardless of age, gender, ethnicity, religion, lifestyle or disability

WALSALL METROPOLITAN BOROUGH COUNCIL
GRANT CONDITIONS FOR COMMUNITY ORGANISATIONS

INTRODUCTION

The Council wishes to offer maximum encouragement to such organisations, within a clear framework of mutual understanding which offers:-

1. clear communications channels between the Council and Community Organisations
2. support and guidance where needed
3. respect for the independence of organisations
4. In parallel, the Council has a duty to ensure that public funds are spent in a legal and responsible way and for the purpose for which they have been provided, and in alignment with Council aims, objectives and priorities
5. The Council has a responsibility to ensure that the grant receiving organisation is working satisfactorily, which includes the adoption of sound management, employment and financial procedures.
6. The Council has taken these factors into account and after careful consideration has drawn up the following set of procedures which groups are expected to follow.
7. The Council will advise and assist organisations wherever possible with the implementation of these procedures. They should be seen, not as a straitjacket, but as an aid to sound management that will strengthen and safeguard voluntary organisations in the Borough.
8. In processing a successful applicant organisation's grant, the Council will ensure the confidentiality of information supplied, in accordance with the Data Protection Act (1998).
9. That where applicable an organisation in receipt of these funds will enter into negotiations with Walsall Metropolitan Borough Council in order that the said organisation takes on a lease agreement

GENERAL

1. Organisations must have an equal opportunities policy, which applies both to its employment and service delivery arrangements.
2. Any organisation receiving grant should be non-profit making. Any excess income generated must be used for the benefit of the community that is served in line with the organisation's aims and objectives.

3. Any organisation that receives grant aid from the Council should be non-party political. The grant must not be used to pay for publicity which appears to be designed to affect support for any political party.

LOCAL AUTHORITY LIAISON/MONITORING OFFICER

1. Grant aided organisations will be assigned a Liaison/Monitoring Officer who will be the main link with the Council on all matters relating to the grant.
2. The Liaison/Monitoring Officer should be notified of all Management Committee meetings and should be able to attend as an observer (without voting rights).

USE OF THE GRANT

1. Projects should proceed in accordance with the agreed project proposal. If it does not, the Council reserves the right to reduce, defer or withdraw the grant.
2. Any grant must be spent only on items of expenditure agreed *in writing* by the Council or its officers. Any variations from the agreed project proposal or changes in the organisation's aims and objectives should be notified immediately to the Liaison Officer.
3. The project will be monitored by the Council. Officers of the Council should be allowed to inspect the project and its accounts and any other relevant arrangements, upon request. The organisation should be able to account for all expenditure financed from the grant received.

FINANCIAL PROCEDURES

1. The organisation should satisfy the Council that proper financial accounting systems have been established and are being maintained. The organisation should have a bank account in its name. At least two members of the Management Committee should be signatories. Each cheque should have at least two signatories, one of whom must be a Management Committee member. Depending on their size and nature, organisations should consider drawing up a Business Plan, including specific aims and objectives, and performance targets.
2. Audited final accounts for all income and expenditure are required for each year that grant is received. The accounts should be received by the Council within six months of the end of the organisation's financial year. An inventory of goods and equipment should be maintained.

3. The organisation should be adequately insured to cover all risk, e.g. theft, fire, employer's liability, third party damages. The Council will accept no liability for any losses, claims etc.

THE ROLE OF THE LIAISON/MONITORING OFFICER

INTRODUCTION

1. All grant-aided projects will be assigned a Liaison/Monitoring Officer by the Council who will be the main link with the grant aided organisation on all matters relating to the grant. Organisations will be informed, in writing, of whom the Liaison/Monitoring Officer will be.

FUNCTIONS

1. The Liaison/Monitoring Officer has responsibilities to the Council on the organisation's performance and compliance with the guidance procedures relating to Grant Aid. From time to time the Liaison/Monitoring Officer may consult other Council Officers about the services provided by the organisation.
2. The Liaison/Monitoring Officer has responsibility for advising on the release of funds in relation to the Conditions of Grant Aid.
3. The Liaison/Monitoring Officer should offer an effective and positive link between the Community Associations and the Council and be able to offer help and advice to the group and keep it informed about resources and funding that may be available.
4. The Liaison/Monitoring Officer should be afforded reasonable access to the organisation and be given information that will allow him/her to assess that the grant aid is being used for the purpose approved by the Council.
5. The Liaison/Monitoring Officer should be notified of all Management Committee meetings and should be able to attend as an observer (without voting rights). The agenda and minutes of every meeting should be sent to the Liaison/Monitoring Officer, in advance of the meeting.

COMPLIANCE WITH THESE PROCEDURES

If the organisation does not comply with these procedures, the Council reserves the right to withdraw the grant aid and if appropriate, to demand repayment of funding in full.

THE ROLE OF THE ORGANISATION

1. The Organisation shall provide reasonable assistance to co-operate with the Council's inspection, monitoring and evaluation procedures.
2. The Organisation shall provide reasonable assistance to co-operate and liaise with any Council officer appointed for any purpose connected with this Agreement.
3. The Organisation shall use all reasonable endeavours to secure funding and other support from sources other than the Council and shall be allowed to utilise funds given by the Council for the purpose of meeting any funding contributions required by external funding agencies, provided that the application of such funds accords with the service specification set out in this Agreement.
4. The Council recognises and agrees the need for the Organisation to maintain a reserve of funds in order to meet any contractual obligations to staff or others, and assure its viability as a Charity.
5. It is agreed that the existence and maintenance of such a reserve will not in itself influence the amount of funding granted by the Council.
6. Nothing shall limit either the Organisation or the Council from pursuing any other lawful activity which it is empowered to pursue.
7. The Organisation acknowledges that any financial support provided by the Council shall not be used for purposes which would constitute a breach of Part I Local Government Act 1986 by the Council.
8. The Organisation shall not assign this Agreement or subcontract any part of the provision of service without the written consent of the Council.
9. The organisations acknowledges that funding is not to be used to support publications that might govern the strict rules restricting publications by local authorities on matters for political debate
10. The Council reserves the right to recover any funding so misapplied in sections 7. 8. & 9.
11. The Organisation shall maintain sufficient public liability insurance to satisfy in full any demands or claims which may be made against it.
12. If an employer of staff, the Organisation shall also maintain sufficient employer's liability insurance.

13. The Organisation shall on demand provide copies of its insurance policies and certificates to the Council.
14. The Organisation agrees to keep the Council fully indemnified from any claims demands or expenses arising out of the direct employment of staff or the delivery of services under this Agreement.
15. The Council and the Organisation shall comply with the requirements of the Data Protection Act 1998, the Freedom of Information Act, Race Relation Act 1976 and Health and Safety at Work Act 1974. The requirements of these Acts will form part of the quality inspection process.
16. The Organisation shall notify the Council within 14 days of any changes to its Rules or Constitution.
17. In the event that the Organisation becomes an incorporated limited liability company then it shall similarly notify the Council of any changes to its Memorandum or Articles of Association.

The names of the Liaison/Monitoring Officer are XXXXXXXXXXXXXXXX

Memo

To:

From: Julie Gethin, Head of Neighbourhood Partnerships and Programmes

CC:

Date:

Re: LNP Funding Priorities – 2009/10

We are pleased to confirm that following discussions at the LNP meeting and completion of the standard pro forma by the LNP project champion, the following scheme has been allocated £xxx.xx to be carried out within your service area:

LNP:	
Scheme Details:	
LNP contact:	

So that we can track the progress of this scheme, we are asking all service areas to take either a before and after photograph or a photograph depicting the scheme. Could you liaise with the LNP contact shown above with regard to this? In addition, the Neighbourhood Partnerships Team will ask you for updates on progress. This will reported to each LNP meeting to keep them up to date on what is happening in their area.

- Publicity and Promotion of LNP Projects

Please note failure to comply with the below conditions may result in non reimbursement of LNP funding.

XXXX AGREE to use the appropriate Local Neighbourhood Partnership logo on all publicity associated with the above project.

XXXX AGREE to provide copies of all publicity associated with the above project

XXXX AGREE to inform the Partnership Support Manager (Matt Fisher) of any photo shoots or publicity events held relating to the above project.

XXXX AGREE to inform the Partnership Support Manager (Lucy Flowers x 3381) of the expected completion date of the project on receipt of this approval memo.

XXXX AGREE to be available for any promotional events or photo shoots arranged by the Neighbourhood Partnerships Team.

XXXX AGREE to the involvement of representatives of the Local Neighbourhood Partnership or representatives of the Neighbourhood Partnerships Team in photo shoots or promotional events.

As this money is being funded from a central reserve, your service area will be entitled to spend up to the maximum approved, and this will be accounted for within your service areas monthly financial monitoring.

A copy of the completed and signed proposal pro forma is also attached for your information.

Please do not hesitate to contact me if you have any queries about the content of this memo.

A handwritten signature in black ink, appearing to read 'Julie Gethin', is centered on the page. The signature is written in a cursive, flowing style.

Julie Gethin
Head of Neighbourhood Partnerships
And Programmes

Enc

Appendix 4

Acceptance of LNP Project Work

Please complete the form below to confirm your formal acceptance and agreement to the terms of the funding.

LNP Project Name: _____

LNP Area: _____

Signature: _____ Date: _____

Position: _____

Service Area: _____

Please return this form to:

Matt Fisher
Partnership Support Manager
Neighbourhood Partnerships and Programmes
Challenge Building
Hatherton Street
Walsall
WS1 1YB

Appendix 5

Local Neighbourhood Partnerships Project Funding

Claim for Reimbursement

Financial Year: 09/10 Project Financial Code:

Amount Allocated to Project:

Project Name:

LNP Area:

Organisation:

Lead Officer:

Date	Payee	Amount	Details of Spend	Total value of invoices paid	Evidenced Completed by LNP team	Date passed to Finance	Journal Transaction Completion Date (R&NS Finance)

Signed:

Date: (Project Lead Officer)

Approved:

Date:(Head of Neighbourhood Partnerships and Programmes)

Walsall's Local Area Agreement Indicators – 2008 – 2011

Sustainable Community Strategy Priority – Creating Opportunity and Potential
NI 8 Percentage of adult population who participate in sport
Definition: The percentage of the adult population who participated in sport and active recreation at moderate intensity for at least 30 minutes on at least 12 days out of the last 4 weeks as measured by the Active People Survey.
NI 112 Under 18 Conception Rate (Local Indicator)
Definition: The National Indicator definition is the number of conceptions for all females aged under 18 as a proportion of the number of 15-17 year old females. As a local indicator Walsall can use a different definition and there is some debate over whether this should be expressed in terms of the difference between Walsall and national rates.
NI 5 Overall/ general satisfaction with local area
Definition: The proportion of Place Survey respondents who are 'satisfied' or very satisfied with their local area.

Sustainable Community Strategy Priority – Feeling Safe and Being Healthy
NI 16 Serious acquisitive crime rate
Definition: Serious crimes per 1000 population - burglary in a dwelling, aggravated burglary in a dwelling, robbery of business property, robbery of personal property, theft or unauthorised taking of a motor vehicle, aggravated vehicle taking and theft from a vehicle
NI 17 Public perceptions of ASB (Local Indicator)
Definition: The proportion of Place Survey respondents giving a combined score of 11 or more (based on 0 = not a problem at all to 3 = a very big problem) for 7 anti-social behaviours
NI 19 Rate of re-offending by young offenders
Definition: The number of offences committed by young offenders identified between January and March who re-offend during the following 12 months as a proportion of the total number of young people aged 10-17.
NI 20 Assault with injury crime rate
Definition: The number of actual bodily harm crimes per 1000 population.
NI 30 Re-offending Rate of Prolific and Priority Offenders
Definition: The change in convictions for Prolific and other Priority Offenders, as defined by local criteria, over a 12 month period.
NI 56 Obesity among primary school age children in Year 6
Definition: The number of obese children in year 6 expressed as a proportion of the total number of year 6 children (obesity is where BMI is above the 95 th centile for their age and sex).
NI 120 All age/all cause mortality
Definition: The directly standardised mortality rate per 100,000 population from all causes at all ages.
NI 135 Carers receiving needs assessment or review and a specific carer's service, or advice and information
Definition: The number of carers whose needs were assessed or reviewed who received a specific carer's service or advice and information in the same year expressed as a percentage of people receiving a community based service.
NI 136 People supported to live independently through social services
Definition: The number of adults per 100,000 population that are assisted directly through social services to live independently, plus those supported through organisations that receive social services grant funding.
Local Domestic violence (Local Indicator)
Definition: A local definition (tbc) based on the number of referrals to children's social care for Domestic Abuse.

Sustainable Community Strategy Priority – Developing Strong and Dynamic Communities
NI 1 Number of people from different backgrounds who get on well together in their local area
Definition: The proportion of Place Survey respondents who feel that people get on well together.
NI 4 % of people who feel they can influence decisions in their locality
Definition: The proportion of Place Survey respondents who feel they can influence local decision making.
NI 7 Environment for a thriving third sector
Definition: The proportion of third sector organisations who are 'positive' or 'very positive' on a five point scale to the question, "how do the local statutory bodies in your local area influence your organisation's success?"

Sustainable Community Strategy Priority – Improving Household Choice
NI 141 Percentage of vulnerable people achieving independent living
Definition: The number of Supporting People service users who have moved on from supported accommodation in a planned way, as a percentage of total service users who have left the service.
NI 154 Number of additional houses
Definition: The net increase in dwelling stock over one year.
NI 187 Tackling fuel poverty
Definition: The proportion of households on income related benefits for whom an energy assessment of their housing has been carried out, living in homes with either low or high energy efficiency.

Sustainable Community Strategy Priority – Improving the Quality of our Environment
NI 191 Residual household waste per head
Definition: The number of kilograms of residual household waste (all waste less any arisings sent for reuse, recycling, composting or anaerobic digestion) collected per household.
NI 188 Adapting to climate change
Definition: The level of preparedness LAs have reached against 5 levels of performance.
NI 198 Children travelling to school; mode of transport used
Definition: The proportion of school aged children travelling to school by the mode of travel they usually use, defined by six modes – cars, car share, public transport, walking, cycling, and other.
NI 186 Per capita CO2 emissions in the LA area (Local Indicator)
Definition: The annual amount of end user CO2 emissions for housing, road transport and business measured as a percentage change of the per capita CO2 emission from the 2005 baseline year.

Sustainable Community Strategy Priority – Improve Access to Employment, Services and Facilities/Working with Employers to create jobs and opportunities
NI 116 Proportion of children in poverty
Definition: The proportion of children who live in families in receipt of out of work benefits
NI 152 Working-age people on out-of-work benefits
Definition: The percentage of the working age population who are claiming out of work benefits, including Jobseekers Allowance, Lone Parents on Income Support, Incapacity Benefits claimants and others on income-related benefit.

Sustainable Community Strategy Priority - Education and Skills
NI 110 Young people's participation in positive activities
Definition: The proportion of young people in year 10 responding 'yes' to the question <i>"In the last 4 weeks, have you participated in any group activity led by an adult outside school lessons (such as sports, arts or a youth group)?"</i> based on the analysis of the weighted TellUs survey data.
NI 117 16- to 18-year olds who are NEET
Definition: The percentage of 16 to 18 year olds who are not in education, employment or training.
NI 163 Working-age population qualified to at least level 2 or higher
Definition: Proportion of population aged 19-64 for males and 19-59 for females qualified to at least level 2 or higher, ie 5 GCSEs grades A*-C (or equivalent, i.e., O levels, CSE Grade 1s), two A/S levels, or any equivalent or higher qualification in the Qualifications and Credit Framework.

Sustainable Community Strategy Priority - Accessible, Sustainable Places for Business
NI 172 VAT-registered businesses in the area showing growth
Definition: The proportion of businesses registered for VAT and/or PAYE with fewer than 50 employees showing year on year employment growth.
Local Levels of support to new and existing business (Local Indicator)
Definition: The definition will be firmed up as part of the Refresh process.

Local Indicator's - Measure the performance of local needs which are not reflected in the current National Indicator Set.