Localism Committee

Members of the Localism Committee:
Cllr M Wilby (Chairman)
Cllr P Allen
Cllr D Bills
Cllr M Edney
Cllr J Overton
Cllr B Riches
Cllr B Spratt

Date
Tuesday 19 March 2013

Time
2.00 pm

Place
Colman Room
South Norfolk House
Swan Lane
Long Stratton, Norwich
NR15 2XE

Contact
Sue Elliott
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Swan Lane
Long Stratton, Norwich
NR15 2XE

Email: democracy@s-norfolk.gov.uk
Website: www.south-norfolk.gov.uk

If any member of the public wishes to speak on a non-confidential item, they may do so at the discretion of the Chairman

If you have any special requirements in order to attend this meeting, please let us know in advance
Large print version can be made available
AGENDA

1. To report apologies for absence and identify substitute voting members (if any);

2. To deal with any items of business the Chairman decides should be considered as matters of urgency pursuant to Section 100B (4) (b) of the Local Government Act, 1972. Urgent business may only be taken if, "by reason of special circumstances" (which will be recorded in the minutes), the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency;

3. To receive Declarations of Interest from Members;
   (Please see guidance form and flow chart attached page 4)

4. Minutes of the meeting of Localism Committee held on 15 October 2012;
   (attached – page 6)

5. Grants Review Group – Findings and Recommendations;
   (attached – page 11)

6. Your Neighbourhood, Your Choice – Year Two;
   (attached – page 39)

7. Appointment of Neighbourhood Board Community Representatives;
   (attached – page 43)

8. Community Safety Partnership Plan;
   (to follow)

9. Performance Reports for Neighbourhood Boards;
   (attached – page 49)

10. Work Programme of the Localism Committee;
    (attached – page 64)

11. Dates of Next Meetings;
    16 July 2013
    19 October 2013
Working Style of Cabinet Policy Committees

Member Leadership
Members of the Committees will take the lead in understanding the direction provided by Cabinet and delivering work to Cabinet requirements. Whilst recognising political allegiances, members will work in a collaborative manner with officers and cabinet portfolio holders to consider the relevant issues when developing Council policy.

Collaborative Working
All meetings of the Committees will be constructive and conducted in a spirit of mutual respect and trust. Officers will commit to supplying meetings with information relevant to making informed decisions on policies and matters. Members will commit to thoroughly reading and understanding papers, raising questions that are pertinent to the issues at stake. Members will, where feasible, agree definable actions to be taken forward by officers to develop policy, rather than having items for noting or simply to discuss.

Frequency and Nature of Meeting
Each Committee will have at least 3 formal, public meetings per year. In assessing items delegated by Cabinet for review, the Committee may decide that it wishes to meet on a more or less frequent basis.

The Committee may also hold informal meetings should it require in order to progress specific items in detail. However, if the Committee is meeting to determine whether to refer items for Cabinet approval, the meeting should follow the Council’s Standing Orders and thus be subject to a formal agenda, be held in public and the meeting recorded.

Informal meetings may be held in any manner suitable for conducting business (e.g. via meeting, conference call, circulation of information via e-mail, or site visits); while relevant information will be supplied by officers where appropriate, these meetings will not be subject to a formal agenda or minutes. Where business of the Committee is undertaken through informal meeting, all members of the Committee will be provided opportunity to participate. Members will expect to be able to participate in a free and frank exchange of views when deliberating subjects.

Training
Members commit to undertaking development – for example, attending formal training sessions, or reading relevant background material, in order to properly equip themselves to deliver their expected role fully.

Accountability
The Policy Committees will be accountable to Cabinet. They will not be able to make decisions themselves, but can recommend decisions to Cabinet. Cabinet may review whether the Committees are discharging their duties effectively, and may receive progress reports on how the Policy Committee is working to discharge its duties.

Work Programmes
The Work Programmes for the Policy Committee will be established by Cabinet. Members of the Committee will not be able to raise items to be included in the work programme. Where topics have been identified for inclusion in the work programme, the Committee will work to identify how it will discharge its responsibilities, including the resources required to do so.

Managing Time
However the Committee is meeting, it will attempt to conclude the business of each meeting in reasonable time. The Chairman will be responsible for ensuring the meeting stays focused on pertinent issue, and does not become side-tracked on issues that are not relevant to the policy under consideration, or those that should be discussed by a separate committee.
DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

<table>
<thead>
<tr>
<th>Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the interest directly:</td>
</tr>
<tr>
<td>1. affect yours, or your spouse / partner’s financial position?</td>
</tr>
<tr>
<td>2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?</td>
</tr>
<tr>
<td>3. Relate to a contract you, or your spouse / partner have with the Council</td>
</tr>
<tr>
<td>4. Affect land you or your spouse / partner own</td>
</tr>
<tr>
<td>5. Affect a company that you or your partner own, or have a shareholding in</td>
</tr>
<tr>
<td>If the answer is “yes” to any of the above, it is likely to be pecuniary.</td>
</tr>
<tr>
<td>Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.</td>
</tr>
<tr>
<td>Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?</td>
</tr>
<tr>
<td>If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.</td>
</tr>
<tr>
<td>Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.</td>
</tr>
<tr>
<td>Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.</td>
</tr>
</tbody>
</table>

FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.
PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE
What matters are being discussed at the meeting?

Do any relate to an interest I have?

A. Have I declared it as a pecuniary interest?

OR

B. Does it directly affect me, my partner or spouse’s financial position, in particular:
   - employment, employers or businesses;
   - companies in which they are a director or where they have a shareholding of more than £25,000 face value or more than 1% of nominal share holding
   - land or leases they own or hold
   - contracts, licenses, approvals or consents

The interest is pecuniary – disclose the interest, withdraw from the meeting by leaving the room. Do not try to improperly influence the decision

If you have not already done so, notify the Monitoring Officer to update your declaration of interests

The interest is related to a pecuniary interest. Disclose the interest at the meeting. You may make representations as a member of the public, but then withdraw from the room

Does the matter indirectly affects or relates to a pecuniary interest I have declared, or a matter noted at B above?

The Interest is related to a pecuniary interest – disclose the interest at the meeting

Have I declared the interest as an other interest on my declaration of interest form?

OR

Does it relate to a matter highlighted at B that impacts upon my family or a close associate?

OR

Does it affect an organisation I am involved with or a member of?

OR

Is it a matter I have been, or have lobbied on?

You are unlikely to have an interest. You do not need to do anything further.

NO
Grants Review Group- Findings and Recommendations

Findings

SNC funding schemes form a very important strand for the delivery of the Localism Act- helping people to help themselves. With the establishment of the Neighbourhood Boards and additional funding streams being made available to applicants both from SNC and others - the funding landscape is confusing for applicants and Members alike. In addition the application and evaluation processes need to better enable Members to demonstrate value for money when they award funding.

This review of SNC funding schemes, as requested by Cabinet in Nov. 2012 is an opportunity to simplify and improve the management and accountability of SNC funding schemes. While the Grants review group agreed that SNC should continue to issue small grants on a competitive basis to those applicants which meet the eligibility criteria- was agreed that given the limited amount of time which the group has been awarded to do this work -two options should be described within this paper for the consideration of this committee.

Option 1 - recommends that:

The management of both the Capital grant and Neighbourhood grant should be transferred from the Grants Panel to the Neighbourhood boards to manage.

If decisions on bids for Affordable Housing Grant are to be made by elected members, the Grants Panel would be well placed to take on this role. These transfers of responsibilities would only take effect once the set of agreed 'transitions provisions were been out in place.

To ensure that SLA’s are consistently managed, it is recommended that a member led committee should be in place to review and monitor these agreements.

Option 2 - recommends that:

An allocation of additional time is granted to allow for all of the relevant recommendations from the Neighbourhood Boards T&F group to be implemented. Once complete, the work of the Grants review group should continue to deliver its remit.
1. Background
A number of reviews have been undertaken of both the Grants panel and Neighbourhood Boards in recent years. In the case of the NB’s, a NB Scrutiny Task and Finish group was established to review the effectiveness of the pilot year of the Neighbourhood Boards which reported its findings to Cabinet in November 2012.

As a result of a Cabinet decision made in November 2012, a review of the Grants panel (including all grants and SLA’s awarded by SNC) was agreed which would encompass the suitability of the Neighbourhood Boards to take on their functions. A grants review group was subsequently established to take forward this work aiming to get a decision on the proposed recommendations at the Cabinet meeting in May 2013.

Since the review of the Grants Panel in 2009, significant changes have been put in place including the Localities Act, New homes Bonus and Business rates retention which has meant that this area of work will be given more profile as central Government has transferred responsibilities for Local Authorities to award and grants and SLAs from sources of funding which were previously allocated centrally.

As a result these changes, the funding landscape within SNC is now complex with several sources of funding now available to communities for often similar types of activities as well as the number of SLAs increasing if the current system remains unchanged. SNC needs to ensure that its methods for awarding funding schemes both maximise funds by having a clear overview of funding commitments when decisions are being made, minimising red tape for applicants while having the appropriate transparency processes in place.

Aims of the review
Phase 1: Identify options for awarding funding schemes

1. To agree whether SNC should continue to award small grants.
2. Build upon the findings of the relevant reviews and task and finish group findings undertaken to date.
3. To undertake a review of the current funding scheme landscape at SNC.
4. To propose a number of options for awarding funding schemes which will better represent a simple, transparent and businesslike process going forward.

Phase 2: Implementation phase

5. Develop a standardised process of how applications will be appraised & evaluated.
6. Agree an intervention rate for SNC grant in conjunction with defining what constitutes exceptional circumstances allowing for greater levels of intervention.
7. Develop a standardised funding agreement (including specific conditions e.g. on PR, maintenance/storage of equipment) which withholds e.g. 10% of amount until the project has fulfilled all of its contracted obligations.
8. Develop a funding strategy which would contain a Grants and SLA policy, standardised guidance and a set of core indicators/ value for money formula which all funding schemes will be measured against.
9. Develop a communications plan to support the funding strategy to underpin how the work of funding schemes will be promoted by SNC.
10. Develop a standardised and efficient process of applying and awarding funding schemes based on the digital by default ethos.
11. To ensure that a full set of agreed processes are in place for to the internal audit of ‘Partnership Agreements’ which is due to take place in July 2013.

2. Current Position and Issues

The Council has a budget for funding schemes and SLA’s. In 2012/13, the budget allocation for this area of work was in the region of £900,000. Further details of grant types and individual awards by ward (where possible) were circulated to members in February -this forms Appendix 1 to this report. Details of Grant funding is shown in Table 1 and SLA funding in Table 2.

Table 1 – SNC’s current set of Grants

<table>
<thead>
<tr>
<th>Name of Grant</th>
<th>Source of funding</th>
<th>Amount 12/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neighbourhood Grant</td>
<td>South Norfolk Alliance and £34K SNC- New homes Bonus</td>
<td>£64K</td>
</tr>
<tr>
<td>Capital grants</td>
<td>South Norfolk Alliance and New Homes Bonus</td>
<td>£100,00</td>
</tr>
<tr>
<td>Neighbourhood Board Social</td>
<td>New homes bonus</td>
<td>£29,220</td>
</tr>
<tr>
<td>Action projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>----------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Rates retention Business rates</td>
<td></td>
<td>£107K</td>
</tr>
<tr>
<td>Affordable Homes Grant</td>
<td></td>
<td>£411K</td>
</tr>
<tr>
<td>Section 106 Planning</td>
<td></td>
<td>£300,000 (spent in 2012)</td>
</tr>
<tr>
<td>Community Infrastructure Levy (CIL)</td>
<td></td>
<td>TBC for 2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Amount 12/13</th>
<th>Amount 13/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diss Town Council</td>
<td>Xmas Lights - One Off</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>Diss Town Council</td>
<td>Royal Anglican Parade</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>Julian Housing</td>
<td>Joint SLA £2,041 from BDC, BDC, NNDC</td>
<td></td>
<td>33,123</td>
</tr>
<tr>
<td>Solo Lodgings</td>
<td></td>
<td></td>
<td>23,000</td>
</tr>
<tr>
<td>YMCA Nightstop</td>
<td>Joint SLA with NCC, BDC, BDC &amp; NCC</td>
<td></td>
<td>13,091</td>
</tr>
<tr>
<td>St Martins Housing Trust CAPs</td>
<td></td>
<td></td>
<td>5,000</td>
</tr>
<tr>
<td>Julian Housing</td>
<td>Joint SLA with BDC</td>
<td></td>
<td>5,000</td>
</tr>
<tr>
<td>Orwell Housing Assoc</td>
<td>Domestic Abuse Worker</td>
<td></td>
<td>17,500</td>
</tr>
<tr>
<td>Yare Valley CAB</td>
<td></td>
<td></td>
<td>31,812</td>
</tr>
<tr>
<td>Diss CAB</td>
<td></td>
<td></td>
<td>30,695.96</td>
</tr>
<tr>
<td>Norwich CAB</td>
<td></td>
<td></td>
<td>13,375</td>
</tr>
<tr>
<td>NESCAB CAB</td>
<td></td>
<td></td>
<td>4,000</td>
</tr>
<tr>
<td>Relate</td>
<td></td>
<td></td>
<td>2,100</td>
</tr>
<tr>
<td>Upper Waveney Valley</td>
<td></td>
<td></td>
<td>9,300</td>
</tr>
<tr>
<td>Norwich Fringe Project</td>
<td>£7054 paid £7054 due</td>
<td></td>
<td>14,108</td>
</tr>
<tr>
<td>Whitlingham Trust</td>
<td>payments made past 2009 but no record on integra</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harleston Information Plus</td>
<td>CIC 10,765 in sla</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Name</td>
<td>Information Plus</td>
<td>TIC 6k in sla</td>
<td>Additional Information</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>------------------</td>
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<td>------------------------</td>
</tr>
<tr>
<td>Harleston Information Plus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Norfolk Rural Community Council</td>
<td></td>
<td>12,480</td>
<td></td>
</tr>
<tr>
<td>Voluntary Norfolk</td>
<td></td>
<td>12,480</td>
<td></td>
</tr>
<tr>
<td>Norfolk Biodiversity Information Service</td>
<td></td>
<td>No SLA in file</td>
<td></td>
</tr>
<tr>
<td>Eastern Angles</td>
<td>may not be current</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wymondham TIC</td>
<td>Not renewing</td>
<td>8,000</td>
<td></td>
</tr>
<tr>
<td>Wymondham TIC</td>
<td>Not renewing</td>
<td>8,000</td>
<td></td>
</tr>
<tr>
<td>Loddon TIC</td>
<td>Not renewing</td>
<td>3,000</td>
<td></td>
</tr>
<tr>
<td>Creative Arts East</td>
<td></td>
<td>8,500</td>
<td></td>
</tr>
<tr>
<td>Norfolk Wildlife Trust</td>
<td></td>
<td>1,800</td>
<td></td>
</tr>
<tr>
<td>Norfolk Museums and Archaeology Service</td>
<td>Norfolk Landscape Archaeology</td>
<td>3,573</td>
<td></td>
</tr>
<tr>
<td>SNYA Radio</td>
<td>Decreasing SLA</td>
<td>5,000</td>
<td>4,000</td>
</tr>
<tr>
<td>Norwich &amp; Norfolk Race Equality Council</td>
<td>Currently an annual arrangement not clear if paid this year would have been 5k</td>
<td></td>
<td></td>
</tr>
<tr>
<td>South Norfolk Older Peoples Forum</td>
<td>Not really an SLA</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>Norfolk Fire Service</td>
<td>Crucial Crew</td>
<td>5,000</td>
<td></td>
</tr>
<tr>
<td>Wherry Lines</td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Norwich Door to Door</td>
<td></td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>Kickstart</td>
<td>not inc max £55k YNYC funding (approx 16k to date)</td>
<td>5,000</td>
<td></td>
</tr>
<tr>
<td>NCC</td>
<td>Flexi-bus</td>
<td>1,900</td>
<td></td>
</tr>
<tr>
<td>Community Car Schemes (7 schemes)</td>
<td></td>
<td>5,000</td>
<td></td>
</tr>
<tr>
<td>Norfolk Community Foundation Community Sports Bursary's (not inc NB funding)</td>
<td></td>
<td>7,500</td>
<td></td>
</tr>
<tr>
<td>Enterprise Norfolk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Active</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Outline of SNC funding schemes

The initial review of funding schemes currently in place reveals that there are essentially four different types of grants with a potential fifth to be allocated and over ~45 SLAs. In addition, there are implications for SNC funding schemes from funding from other sources such as Section 106, the Community Infrastructure Levy and Business Rates Retention which need to be considered in any changes to the current process going forward.

Neighbourhood Grants

Small community grants which are for a specific area of work/project, in a specific location and have 12 month delivery time\(^1\). These are currently split into 2 categories grants of £5k needs to benefit more than one parish while grants for £2k or less can benefit a single parish. The grants panel currently meet six times a year to award these grants.

Capital grants

Larger capital grants (over £10k threshold) which are related to a specific area of work/project in a specific location are awarded on an annual basis and must be spent within a 12 month period from the date of contract. There is no upper limit is currently delegated to the Grants Panel. The grants panel award capital grants on an annual basis (usually in November).

In 2012 a new method was trialled whereby Capital grants were scored in advance by a performance officer and members of the panel. The panel agreed to take the top ten scores to the meeting. In 2012 all ten applications were awarded some level of funding. It should be noted however that a number of projects which fell outside of the shortlist submitted similar

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\(^1\) Extensions to this time period can be awarded by the Grants Panel.
applications for up to £5000 funding from the Neighbourhood grants fund in 2013.

Grant recipients of the Neighbourhood Grant and Capital Grant are required to provide an evaluation report at the end of the project which forms part of their acceptance of the terms of the grant.

The current process for both of these grants requires Locality Officers to work with applicants to develop robust applications whereby support is provided throughout the process to ensure that some funding is secured. Once finalised, the application is circulated to the local member and relevant NB chairs for comments. Where necessary, attendance of both the applicant and Locality Officer at the Grants panel meeting is provided to support the applications.

Social Action Projects
Neighbourhood Board Social Action Projects grants are awarded on the basis of three per annum up to a maximum of 20% of the individual NB funding as agreed by Cabinet on the 29th October. At present there is no clear definition of how a SAP differs from a neighbourhood grant award. In addition, there is no upper or lower limit of funding provided that these projects fall within the 20% of the individual NB allocation and are revenue in nature (although some capital spend is permitted within this remit where the direct objective is revenue reduction.) All NB recommendations are required to be ratified by Cabinet or by delegated personnel – (SNC Chief executive and the relevant NB Chair and Portfolio holder). Neighbourhood Boards meet in public 3 times and informally 3 times per annum. No evaluation is currently required for the recipients of SAP awards.

Business rates retention
SNC has been given the authority to approve discretionary business rate relief, with £12k upper limit. This is currently delegated to the Revenues and Benefits Manager. Although applications awarded funding based on the merit, in practice it is rare that applications are turned down and this fund is often over subscribed. Cabinet agreed on the 26th November that SNC would continue to award discretionary grant relief with no cuts to the current budget.

Awards for discretionary rates relief include
- £4,000 per registered charity or Community Amateur Sporting Club (CASC) in any financial year
- £12,000 per non-profit making organisation or rural business in any financial year (not charities or CASCs)

In practice, all applications are awarded this relief which means that the allocated budget of £107 is at risk of being exceeded.

Affordable housing project
South Norfolk Council is making funding Affordable Housing Grant available to Registered Providers to help maintain the delivery of affordable housing within the District. An initial budget of £300,000 has been allocated which will be topped up with future new homes bonus from the affordable homes supplement. This future funding could amount to £1.4 million over 6 years. The Affordable Housing Grant is intended to be used as ‘top-up’ funding to enable Affordable Housing projects that would not be financially viable without additional finance to proceed. Areas of priority include

- smaller properties for rent (one and two bedrooms),
- larger family homes (four or five bedrooms),
- homes suitable for people with physical disabilities,
- homes for people with other special needs.

Funding will be available of up to £10,000 per property and £100,000 per scheme. At the time of the Grants review group, the Grants Panel was proposed at the Cabinet meeting held in November 2012 as an appropriate member led panel to consider bids for this funding.

Section 106 funding

Although not within the remit of the Grants Panel or Neighbourhood Boards-section 106 funding has the possibility to fund similar types of activities which fall within the remit of both the panel and the NB’s so should therefore be coordinated within the overall funding framework. Expenditure for 2012 stood at ~£300,000 while funds held at the end of 2012 stands at £1,045,014.5. Going forward, implementation of the Community Infrastructure levy is likely to reduce section 106 allocations although there is still scope for these from developments agreed prior to Community Infrastructure Levy not yet being stated or completed.

SNC Service Level Agreements

In 2005, Scrutiny Committee identified a need for regular reviews of the effectiveness of such partnerships. The criteria to be used for assessing each partnership were designed by Scrutiny Committee and agreed by Cabinet. The review was carried out via assessment forms against specific criteria. This method was reviewed by Cabinet in 2009, which agreed “a Framework for Partnership working”, whereby Significant Partnerships, Shared Appointments and Key Service Partners were reviewed by Scrutiny Committee on a regular basis while key Directorate Partners would be reviewed by the relevant Overview Sub-Committee.

With the increasing number of SLAs since 2009, it was decided in May 2012 that Scrutiny Committee was no longer required to review the Council’s partnerships. Instead, the SLAs themselves would provide the basis of evaluation and reviews to be undertaken by officers. It was also envisaged going forward that the Council would consider its involvement in partnerships more thoroughly when evaluating service delivery on a wider scale.
Neighbourhood Boards currently have the authority to recommend revenue spend of amounts up to a maximum of 80% of the annual allocation (20% going to SAP’s) organisations. SLA concepts which are brought to the NB’s for recommendations are either brought as ideas from officers or as a result of a community consultation. Each NB SLA currently has the ability to set out its own set of monitoring and evaluation criteria.

Outside of NB’s a number of senior officers have responsibilities for awarding managing the SLAs within their respective delegated authorities e.g. Citizen Advise Bureau, Homelessness and the Management of Commons.

SNC also awards a number of annual non competitive SLA’s to particular organisations for services such as Crucial Crew, subscriptions emergency planning and conservation grants. These are awarded by Officers with the required delegated authority.

Cabinet agreed in November 2011 a specific SLA formula for Community related transport related SLAs. This allows for fixed annual discretionary awards to be made to community car schemes in based on funding formula/multiplier for discretionary funding of Community Transport Providers.

3. Analysis and Findings

There are two separate but linked issues: the future role of the Grants Panel itself and how all of the funding schemes awarded by SNC can become more integrated, consistently managed and better able to account for SNC priorities.

South Norfolk Council and the South Norfolk Alliance agreed in 2009 that responsibility for neighbourhood grants and capital grants would transfer from the Safer Neighbourhood Action Panels to the Grants Panel to ensure the Council had better co-ordination, consistency and transparency in relation to decision making on these grants. However, based on the findings above, the overall process of how funding schemes are awarded and managed across the council is confusing while uncertainty surrounds the collective impact from this budget. In addition, some of the current processes in place appear to be over zealous for both officers and Members alike e.g. there is currently no lower threshold for awarding small amounts from the Neighbourhood Grants (£0-£5,000).

Grants

Over time, confusion over competing funding streams has arisen as a result of establishing new funds without consideration of the overall grants picture. SNC now have the County Council Construction Fund, the SN Alliance making awards of its own (in addition to providing funding to the Grants Panel), NB Boards making capital grants as part of Social action projects – all these deriving their funding ultimately from the same source i.e. second homes money. This has led to applicants being able to gain grants from more
than one SNC pot derived from the funding source. The eligibility criteria is currently so wide that few NG applications are screened out on this basis while provided organisations submit different ‘project’ proposals for particular activities (e.g. sports clubs, village halls) these too are eligible for repeat funding. This has led to a huge disparity between the most successful wards over the past four years (Diss receiving £137,164) and the least successful (Royden receiving £357) in gaining grant support as well as the types of activities being supported – in the main village halls youth related activities and sports activities.

With regard to Neighbourhood Boards award of SAPs, given that 12/13 was a pilot year, some further work is needed to strengthen definitions and to potentially review the ‘Ground Rules’ as evidence suggests that greater numbers of SAP’s were approved while some SAP awards did not meet the ‘Ground rules’ criteria.

Table 3 highlights that while there are a number of grants being awarded by SNC, there is a lack of coordination between decision makers. Greater levels of coordination would guard against double dipping, disparities between wards based on their ability to write successful bids and funding awards which do not add value to what has been funded in the past or due to funded in the future.

Table 3- Methods of application for Grants
(this table does not include annual payments for e.g. Annual design award, tree planting budget)

<table>
<thead>
<tr>
<th>Name of Grant</th>
<th>Value of grant 13/14</th>
<th>Formal screening process</th>
<th>Application</th>
<th>Liaison with Officer &amp; appraisal by Officer</th>
<th>Appraisal by third party</th>
<th>Grant Panel decision</th>
<th>Neighbourhood board decision</th>
<th>Officer decision</th>
<th>Average time/applicatio n</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neighbourhood Grant</td>
<td>£62k</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital grant</td>
<td>£150K</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business rates relief</td>
<td>£107K</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief exec’s grants paid</td>
<td>£30K</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>NHB grants* SAP</td>
<td>~£164K</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Affordable Housing project Fund</td>
<td>~£461K</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section 106</td>
<td>£1.045m</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2 This is year 3 of the 6 year project. It should be noted that Annual funding available to Housing Associations is based on the number of affordable homes being provided which meet the SNC criteria. While the annual grant available is likely to £300k, as no funding was spent last year 13/14 has additional funding available.
Service Level Agreements

Commissioning of SLA’s is currently undertaken using a number of methods including the Neighbourhood Boards and at a Team level (see Table 4). While processes were developed by SNC in February 2010 to implement the “South Norfolk Council Framework for Partnership Working” (as approved by Cabinet in December 2009) evidence has been identified that indicates that these processes are not always being adhered to. During the initial stages of the SLA evidence suggests that:

1. No one person/committee has oversight of all SLA’s
2. There is uncertainty among some officers when SLAs should be used as opposed to grants;
3. There are variations in the level of management of SLA’s;
4. There are variations in SLA payment methods i.e. while most SLAs are paid either up front or on a quarterly basis – it is not necessarily a requirement of payment to demonstrate specific agreed levels of performance;
5. There are variations in the levels of evaluation when SLAs had come to an end;

In light of the above and on the basis that the overall trend for the use of SLAs is increasing 2013/2014 a review of SLA’s is recommended to ascertain the level of variation to the agreed processes, review the processes to ensure they remit fit for purpose and, and draw up SLA policy going forward which could award various types of SLAs e.g. Project commissioning and Strategic SLAs (based on value/strategic importance) which would be managed accordingly.

Project commissioning SLA’s
These could be used to commission Voluntary and community sector organisations to deliver a project or activity to address a specific or emerging need which would not otherwise be delivered through mainstream provision. This funding would be distributed through a competitive process with organisations invited to bid for funding as and when needs are identified.

Strategic SLA’s
These could be used for organisations which provide key strategic services to residents and communities within the District allocated on a 3 year basis.

Data within Table 4 shows that for a sample of SLAs selected, there is inconsistency in how SLAs are being managed. While Neighbourhood Boards are required to review their own SLAs there is currently no overarching Committee to review/evaluate SLA’s across the council.

Table 4 - Methods of application for (a sample) Service Level Agreements

<table>
<thead>
<tr>
<th>Name</th>
<th>SLA</th>
<th>Unique</th>
<th>Comp</th>
<th>Curren</th>
<th>SNC</th>
<th>SNC Memb</th>
<th>Manag</th>
</tr>
</thead>
</table>

3 New homes bonus has been agreed to increase to £823K in 2013/14
<table>
<thead>
<tr>
<th>of SLA (sample list only)</th>
<th>value 12/13</th>
<th>organisation (i.e. this is only organisation that could do this work)</th>
<th>etitive tender (following SNC protocol)</th>
<th>protocol for SLAs-£5k-under £50k</th>
<th>protocol for SLAs-£5k-£20k</th>
<th>er involvement (NB or other)</th>
<th>ers sign off (according to set levels of authorisation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NHB- Outdoor gyms SLA</td>
<td>4,595</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X X</td>
</tr>
<tr>
<td>NHB- participation in Arts and culture SLA</td>
<td>6,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X X</td>
</tr>
<tr>
<td>Cultural Heritage SLA</td>
<td>15,300</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X X</td>
</tr>
<tr>
<td>NHB Handy person scheme</td>
<td>28,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X X</td>
</tr>
<tr>
<td>Care and repair SLA</td>
<td>10,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X X</td>
</tr>
<tr>
<td>Youth advisory board SLA</td>
<td>45,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X X</td>
</tr>
<tr>
<td>Youth engagement &amp; employment training grants SLA</td>
<td>30,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X X</td>
</tr>
<tr>
<td>Community Safety SLA</td>
<td>5,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X X</td>
</tr>
<tr>
<td>Community development SLA</td>
<td>59,500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X X</td>
</tr>
<tr>
<td>Community Transport SLA</td>
<td>74,192</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X X</td>
</tr>
<tr>
<td>Economic development SLA</td>
<td>47,700</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X X</td>
</tr>
<tr>
<td>Economic development Tourism SLA</td>
<td>26,307</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X X</td>
</tr>
<tr>
<td>CABs SLA</td>
<td>83,913</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X X</td>
</tr>
<tr>
<td>Conservall</td>
<td>22,800</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X X</td>
</tr>
</tbody>
</table>
4. Proposal and Reasons

Two options are described for discussion purposes at the Localism Committee

Option 1

1. Neighbourhood Boards (NB) are given the responsibility to award both capital and neighbourhood grants in addition to their current remit. The option for merging Social Action Projects, neighbourhood grants and capital grants could also be considered under this option- allowing for a simplified array of grant pots going forward.
   - The NB’s have the option to set aside a % of the total NB combined grant fund for small grants (both revenue/capital) to be awarded year round for specific areas of need e.g. funding for emergency/contingency, grants to enable a project to build into an SLA, seed funding to enable a project to become sustainable etc. These smaller awards of funding could be taken outside of the meetings using a fast track approach of delegated authority e.g. NB chair and the relevant Local Member.
   - General overview of other grants including Business rates retention funding and S. 106, CIL, are included when grant applications are being reviewed by the NB so that opportunities are recognised for adding value and realising economies of scale are made.

2. To ensure that an appropriate level of management and evaluation is provided for SLA’s its is recommended that relevant SLA’s are reviewed and monitored by a Member led committee e.g. Scrutiny Committee or Localism Committee.

3. If decisions on the Affordable Housing Grant are to be awarded by elected Members- the Grants Panel would seem well placed to lead on this area of work. Going forward, this group would have to operate with sufficient flexibility to facilitate decisions being made at short notice (within a 3 week time line from application received to date of the formal decision) for both the Affordable Housing Funding project and funding opportunities which may arise periodically from the Homes and Communities Agency. To ensure that decision timelines are met, provision should also be made for delegated authority to be given to}

<table>
<thead>
<tr>
<th>SLA</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homelessness SLA</td>
<td>120,4</td>
<td>X</td>
</tr>
<tr>
<td>Mgt of commons SLA</td>
<td>35,17</td>
<td>X</td>
</tr>
</tbody>
</table>

yellow - one off small SLAs decided on an annual basis

Green - medium SLA’s multiple years

Strategic- large amounts over multiple years
As the first Housing Association application is due to be received in May, the awarding body would need to have the relevant processes in place to review its first application at this time.

Advantages and disadvantages of Option1 are set out below

<table>
<thead>
<tr>
<th>Advantages</th>
<th>Disadvantage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A greater level of clarity from both the applicants and awarding body perspective would be possible.</td>
<td>Potentially less opportunity for cross neighbourhood projects to be funded as funds may be divided by up into five areas.</td>
</tr>
<tr>
<td>Bigger pots of funding to do similar types of activities will better allow for economies of scale and for possibility of more external funding to be drawn down as match.</td>
<td>Without all of the recommendations from the T&amp;F implemented, NB’s in their current format may not be well enough equipped to make best use of this additional funding i.e. processes to enable greater levels of strategic overview will be needed</td>
</tr>
<tr>
<td>A more strategic approached and less double funding of individual organisations</td>
<td>Added delays in getting agreements for funding as the NB’s can only make recommendations which must be ratified</td>
</tr>
<tr>
<td>One awarding body should accommodate a greater level of cross over and added value between projects requesting and being awarded funding (e.g. databases which allow for the sharing of equipment)</td>
<td>Additional changes to NB’s including their Ground rules may need to be undertaken to enable the additional responsibilities in managing new funding schemes.</td>
</tr>
<tr>
<td>Opportunity for merging social action grants, Neighbourhood grants and capital grants to allow for a more simplified process and potential economies of scale to be identified.</td>
<td>Some wards may be disadvantaged due to more limited funds being awarded as only 1/5 of funding will be available for potential projects</td>
</tr>
<tr>
<td>Opportunity for NB’s to have focussed meetings where awards of grants are made. This could potentially both focus applicants on bigger projects with an annual deadline while avoiding funding decisions being made at the end of meetings in a ‘hurried manner’</td>
<td>There could be a perception of being Less democratic- as decision making meetings not held in public for smaller grants awarded by the NB Chair and Local member.</td>
</tr>
</tbody>
</table>

The Affordable Housing Grant requires a single panel to review all To meet customer needs the awarding panel will need to be able to
<table>
<thead>
<tr>
<th>applications rather being split up into areas.</th>
<th>meet at short notice as and when required. Should this prove difficult in practice - the over use of delegated decisions may lead to the perception that the decision processes in use are undemocratic considering the level of funding involved.</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is a clear distinction between Affordable Housing Grants and those relating to communities which should minimise any level of confusion from members or applicants.</td>
<td></td>
</tr>
</tbody>
</table>
Option 2

Given the mixed level of performance of NB’s during the pilot year whereby a number of recommendations from the task and finish group remain outstanding, additional work is needed to ensure that these groups are better prepared and supported before being given any additional funding responsibilities.

It is recommended that:

1. No changes are made to the status quo in relation to the grants panel until relevant recommendations as posed by the T&F to the NB’s are undertaken. At this stage the grants review panel would review how the funding schemes should be best awarded going forward;

2. A Training needs analysis is undertaken for members of the NB’s which will have additional responsibilities for awarding and evaluating grants and SLA’s and Members complete a specified level of training within a set period of time;

3. All relevant SLA’s are reviewed and monitored by a member led committee e.g. Scrutiny Committee or Localism Committee;

4. Changes are made to the Grants Panel to allow for the award of the Affordable Housing Grant as outlined in Option 1.

Advantages and disadvantages of Option 2 are set out below

<table>
<thead>
<tr>
<th>Advantages</th>
<th>Disadvantage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members of the N. boards will have the right skills in place when the increased financial responsibilities pass across to them allowing for a more consistent approach across the boards</td>
<td>Decision for agreeing how funding schemes will be awarded by a set period of time year will allow for ongoing confusion by Members and applicants, continued opportunity for double dipping and missed opportunities from an uncoordinated approach.</td>
</tr>
</tbody>
</table>

Additional time will allow NB to build upon their strategic priorities and therefore be better prepared for administering additional funding in a more strategic way. | Delay in decisions being made in relation to funding schemes will impact on inform the Partnerships Audit due to take place in summer. If the process is delayed there will no recommendations for improvement ready at this stage. |
5 Recommendations for Phase 1 (Option 1)

General Principles
1. The Grants review group have agreed that SNC should continue to award small grants throughout the year to those which meet the eligibility criteria. These grants should be awarded on a competitive basis.

2. That no changes to the current processes should be made until all relevant measures have been put in place to ensure that effective processes are in place to both support decision makers and facilitate a smooth transition to the new process.

3. Build on the findings from the LGA peer review and Neighbourhood board task and finish group to ensure that if NB become the awarding body for additional grants that this is done in an effective, transparent and accountable way.

4. The process of awarding and managing Funding schemes should be simplified, as ‘customer focused’ as possible while meeting the minimum levels of due diligence for the administration public funds.

5. The method of awarding SNC funding schemes will be recommended by the Grants Review Group and decided by Cabinet.

Grant Awarding body

6. There will be a time-bound transition period during which the relevant processes are put in place and any gaps in decision makers capacity addressed. This is likely to be 6 months.

SLAs

7. To reduce the overall number of SLAs in place some further work is needed to review how a reduced number of SLA’s could be reviewed to deliver similar outputs.

8. An interim transition period is established for those SLAs which expired in March 2013 for the period of one year. New SLAs should be delayed wherever possible until the new processes have been agreed. This will allow officers to work with the relevant organisations to ensure
9. All key SLAs are reviewed and monitored by a relevant Member Committee which is supported by the relevant officers and Funding Manager. This will ensure that a single point of failure is avoided.

6 Risks

Financial
In a general climate of financial uncertainty, SNC is likely to be delivering more in partnership in order to make best use of scarce resources. It is therefore imperative that the process for awarding and evaluating SLAs is consistent across the council, robust in nature and proportionate to the amount of funding involved.

Any decision on the current process of awarding grants and SLAs should clearly be able to demonstrate a cost saving in administration costs.

Risks
The work of the Grants review group aims to ensure that SNC funding schemes operating effectively and in a coordinated way that reduces the risk of double dipping while ensuring that the council’s resources are delivering against its priorities.

Completing the review of funding schemes sooner rather than later will help to ensure that robust processes for funding schemes are in place/within planned implementation when the audit of ‘Partnerships’ is undertaken in Summer. Having a more robust process in place for managing funding schemes will reduce any liabilities for SNC if any ‘Right to challenge’ come forward.

The process for awarding the Affordable Housing Grant needs to be agreed as soon as possible as SNC can not afford reputational damage of holding up the process as applications for this funding will form part of a wider application package with other organisations also considering funding bids.

7 Questions for the Committee

1. To ensure equity for stakeholders- how should the additional funding be divided among NB’s?
2. It is proposed that implementation of these changes is delivered within the next 6 months. Is this a realistic timeframe to e.g. update processes, build capacity for relevant members and adjust processes in awarding funding to enable a more strategic approach to awarding funding and decisions on timings of funding meetings etc.

3. Should SAPs, capital grant and NG be merged? If Capital grants are kept separate, could these be awarded collectively at a single NB meeting?

ENDs
15 GRANTS PANEL

15.1 Terms of Reference

15.1.1 To consider applications for discretionary grant funding from external bodies, and taking into account officer reports, determine the extent and terms of the award.

15.1.2 Where directed to do so by Cabinet, to review and advise on the development of policy for the discretionary grant funding of external organisations.

15.2 Membership

15.2.1 The Panel will consist of 5 Members of the Council to be appointed by the Leader of the Council and be politically balanced. The cabinet portfolio holders may attend meetings of the panel ex-officio.

15.2.2 No more than 2 members of the Panel can also sit on the Scrutiny Committee.

15.2.3 Named substitutes may attend and vote at the Panel, in accordance with the Council’s standing order C7. Named substitutes may not be members of the Council’s Scrutiny Committee.

15.2.4 The Chairman and Vice-Chairman of the Panel shall be appointed by the Leader of the Council.

15.3 Quorum

15.3.1 A minimum of three members of the Council (either members of the Committee or named substitutes) must be present to transact any business of the Panel.

15.4 Procedures, protocol and public speaking

15.4.1 The Panel shall meet on at least 4 occasions per year.

15.4.2 The Chairman of the Panel shall be responsible for maintaining order and the effective conduct of business at meetings of the Panel.

Public speaking will be allowed in accordance with Section G of Part 4.5 of the Constitution – Standing Orders and Rights of the Public at Council Meetings.
15.4.4 At the discretion of the Chairman, any person attending the Panel may speak or may put questions to any other participant.

15.4.5 Any member of the Council may attend and speak at meetings of the Panel.
15.5 Voting

15.5.1 Voting shall be by a simple majority by show of hands

15.5.2 Voting members may request that their votes are recorded

15.5.3 In the event of an equality of votes the Chairman shall have a second or casting vote.

1-07-

The Neighbourhood Boards are groups of selected individuals, meeting in public at Neighbourhood Board Meetings

18 NEIGHBOURHOOD BOARD MEETINGS

18.1 Terms of Reference

18.1.1 To develop and engage communities in neighbourhoods to deliver the Big Society through “Your Neighbourhood, Your Choice”

18.1.2 To act as a champion of community engagement, encouraging organisations and residents to participate and engage with the Neighbourhood Board

18.1.3 To consider concerns about any aspects of life in its neighbourhood, raised by residents of the Neighbourhood or organisations serving the Neighbourhood.

18.1.4 To build an understanding of community profiles and neighbourhood issues and set priorities for the Board and its funding against this evidence

18.1.5 Develop responses to consultations on Your Neighbourhood, Your Choice by identifying priority initiatives for action

18.1.6 Make recommendations for the allocation of resources and deployment of funds to support priorities identified through consultations and engagement, including nominating social action projects for the area

18.1.7 Monitor performance in delivering priority initiatives, ensuring allocated resources are delivering against their aims and objectives
18.1.7 Communicate to the Council’s Localism Committee on priorities and concerns in the Neighbourhood Board area, including delivery of Your Neighbourhood, Your Choice

18.2 Membership

18.2.1 Each Neighbourhood Board will have 12 members – 5 District Councillors, 1 County Councillor, and 6 community representatives typically including: a youth representative, community groups and Town & Parish Council representatives. The Portfolio holder will sit on the Board as an ex-officio member.

18.2.2 Substitutes are allowed but only within the 4 categories listed at 20.2.1.

18.2.3 The District Council shall appoint the Chairman. The Vice-Chairman will be appointed by the Chairman.

18.2.4 Community representatives will be co-opted after discussions between the Chairman, the Vice-Chairman and the Neighbourhood Officer for the Neighbourhood.

1-07-12 The Constitution of South Norfolk Council Part 4 Rules of Procedure
18.2.5 District Council members will be nominated by the Leader or Leader of the Opposition.

18.2.6 Membership shall be reviewed annually.

18.3. Quorum

18.3.1 The minimum number of panel members present to transact any business shall be 2 District Councillors and 2 Community Representatives.

18.4 Procedures, protocols and public speaking

18.4.1 With the exception of special circumstances, which shall be determined by the Chairman, each meeting of a Neighbourhood Board will be held within its Neighbourhood area.

18.4.2 The Chairman shall be responsible for maintaining order and effective conduct of business at meetings.

18.4.3 The Nolan Principles of Public Life shall apply to all Neighbourhood Board meetings.

18.4.4 All members of the Board are expected to declare pecuniary or other interests in order to preserve and promote the transparency of the meeting. Where a member has a pecuniary interest in a matter, they are expected to leave the room and do not have public speaking rights.

18.4.5 All members of the Board shall be entitled to vote on advisory and non-financial matters. In the event of an equality of votes, the Chairman shall have a second or casting vote;

20.4.6 The Financial Regulations of South Norfolk Council shall apply to Neighbourhood Boards.

20.5 Public speaking

20.5.1 There will be various opportunities (at the discretion of the Chairman) when the public and representatives from parish and town councils can raise issues of interest or concern.

20.5.2 No participant shall speak for more than five minute
07 February 2013

Dear XXXXXXXXXXXX

Invitation to Apply for Funding for Affordable Housing

South Norfolk Council is making funding available to Registered Providers to help maintain the delivery of affordable housing within the District. Initially £300,000 is available, and we expect this sum to increase to over £1 million within the next few years.

We envisage the money being used as ‘top-up’ funding to enable projects to proceed that would not be financially viable without additional finance. Funding will be available up to £10,000 per property and £100,000 per scheme.

We are particularly keen to support proposals that meet our current greatest needs:

- smaller properties for rent (one and two bedrooms),
- larger family homes (four or five bedrooms),
- homes suitable for people with physical disabilities,
- homes for people with other special needs.

I have enclosed information about three recent projects that have benefited from Council funding.

We will be seeking value for money, so ideally the land for any proposal should be available at less than its open market value. Housing for local need as an exception to normal planning policy has benefited from past funding and could do so again.

To submit an application for funding, please complete and return the attached form for consideration by the Council’s Grants Panel.

If you wish to discuss the possibilities, please contact me or my colleague Abi Dennington-Price on the details below.

Yours sincerely

Keith Mitchell
Housing Strategy Manager

Keith Mitchell, Housing Strategy Manager: kmitchell@s-norfolk.gov.uk  01508 533756
Abi Dennington-Price, Housing Enabling Officer: dennington@s-norfolk.gov.uk  01508 533783
Proposed Terms of Reference for the Cabinet led review of Grants undertaken by South Norfolk Council

<table>
<thead>
<tr>
<th>Name of Group: Grants review group</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Review Outcome</strong></td>
</tr>
<tr>
<td>A decision on whether the Grants Panel is required.</td>
</tr>
<tr>
<td>Clarification on the purpose and benefits of all SNC’s current funding schemes.</td>
</tr>
<tr>
<td>A robust portfolio of SNC funding schemes that can be efficiency administered while effectively contributing towards Corporate Priorities.</td>
</tr>
<tr>
<td>A fit for purpose, transparent mechanism of awarding funding schemes within SNC.</td>
</tr>
<tr>
<td><strong>Key Objectives</strong></td>
</tr>
<tr>
<td>1. To undertake a cost benefit analysis of SNC’s capital and revenue funding schemes within the context of the current economic and political climate.</td>
</tr>
<tr>
<td>2. To review the need to have a Grants Panel.</td>
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<td>3. To review if the current remit of the Grants Panel is best delivered by other Committees e.g. the Neighbourhood Boards where funding schemes deliver benefits to individual neighbourhoods.</td>
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<td>4. To review how funding schemes could be administered if awarded by the Neighbourhood Boards</td>
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<td>5. To review how the Affordable Housing Grants money could be most effectively distributed.</td>
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<td>6. To fulfil Cabinets current emphasise on scrutiny.</td>
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<td>7. Build upon the excellent reputation of SNC.</td>
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<td><strong>Benefits Sought</strong></td>
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<tr>
<td>1. To maximise the effectiveness of SNC’s funding and human resources to deliver Corporate Priorities.</td>
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<td>2. To provide greater clarity both internally and externally on the funding schemes which are available from the SNC;</td>
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<tr>
<td><strong>Constraints</strong></td>
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<tr>
<td>Political and Directorate acceptance of changes to the current processes.</td>
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<td>The recommendations of the grants review group will be subject to the appropriate approval of</td>
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### Key Deliverables

A more business-like approach to managing funding schemes.
Clarity provided:
- on the rationale for specific SNC funding schemes
- to ensure Members and external stakeholders are clear on what funding schemes are available
- on the processes involved in awarding funding schemes and
- on how the benefits from awarding funding schemes are accounted for.

### Key Milestones (2013)

January 2013 – Establish Grants review group, agree Terms of Reference, plan work and schedule meetings, group meets to commence the review.

February 2013 – Grants review group meets to propose revised approach and suggests amendments.

February 2013 – Grants review group agree draft recommendations and undertake the review.

March 2013 - Presentation of recommendations on the new approach to funding scheme management to the relevant Committee.

March 2013 - Relevant Committee presents recommendations on the revised approach to Grants management to Cabinet followed by Council if needed.
| Key Stakeholders | Attendees at Grants panel meetings  
| Relevant Committee  
| Council Member  
| CMT / Cabinet  
| Locality & Communities Team |

| Key Resources | Leader, Chief Executive / CMT  
| MFT2  
| Staff and Members including the Funding Manager |

| Key Risks | An inappropriate approach to awarding funding schemes could disadvantage SNC and put the achievement of SNC’s Corporate priorities at risk.  
If all or some of the Grants Panel functions are awarded to Neighbourhood boards their focus may be deflected away from their remit as strategic bodies.  
Public concern if funding is split into neighbourhood areas rather then awarded on merit. |

| Membership of the group | The T&F Group will comprise of 3 Conservative Members (David Goldson, Michael Edney, Lisa Neal), 1 Liberal Democrat (Pauline Allen) and Martin Wilby to attend as the portfolio holder Cabinet Member. |

| Approved by the Chief Executive / CMT | Date: 15.1.13 |
Your Neighbourhood, Your Choice – Year Two

Communities Officer - People

**Purpose of Report and Summary:**

The Your Neighbourhood, Your Choice (YNYC) pilot is almost complete and Cabinet has agreed that YNYC should continue for a second year. A number of lessons have been learnt from last year’s 2011/12 pilot and this report makes recommendations as to how these will influence this year’s 2012/13 proposals.

A number of recommendations on how the Council could improve the participation of residents in the consultation are outlined. A Creative Brief has been prepared by the Marketing Officer with a proposed budget of £2,000.

Officers ask that members of the Localism Committee endorse the report, the proposed timeline and the Marketing Plan.

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<th>Cabinet member(s):</th>
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<td>Cllr Martin Wilby</td>
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<td>Oliver Hill 01508 533 666</td>
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<tr>
<td><a href="mailto:ohill@s-norfolk.gov.uk">ohill@s-norfolk.gov.uk</a></td>
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1. **Background**

1.1. YNYC represents significant investment by South Norfolk Council in the Localism Agenda and resulted in a peer review into how we delivered this project.

1.2. Nearly 4,000 residents took part in the consultation last year. The consultation asked residents to vote for up to three, of eight, service areas they would prioritise for service enhancement based on their local knowledge and services they value the most.

1.3. Last year’s focus was on eight service areas: Youth Activities, Vulnerable and Older People, Health, Culture and Sport (HCS), Community Transport, Natural Open Space, Grass Cutting, Community Safety, Public Toilets.

1.4. The results of the participatory budgeting exercise, and the Neighbourhood Board’s findings led to five service areas being consistently more popular in all five Neighbourhood areas. Youth Activities, Vulnerable and Older People, HCS, Community Transport and Community Safety were in the top five in each neighbourhood, although there were slight differences in the order of preference.

1.5. Officers in conjunction with the Neighbourhood Boards prepared a series of Service Enhancements and Social Action Projects (SAPs). Recommendations
supporting these enhancements and SAPs were then presented to Cabinet in July 2012 for approval. The majority of enhancements and SAPs were launched by September 2012.

1.6. Officers from the Communities Team have met with Heads of Service and Service Managers to find out what service enhancements they could deliver in year two. This report captures the content of these discussions and provides options for Localism Committee to consider.

2. Current Position and Issues

2.1. Based on the lessons learnt from last year's pilot a number of options and opportunities can be considered for year two. A Marketing Brief (attached) has been prepared and a Marketing Plan is being developed.

2.2. Officers from the Communities Team have met with the Head of Asset Management, the Housing and Advice Services Manager, the Head of Environmental Services and the Housing Standards Manager to discuss service enhancements that may wish to be considered within this year's consultation and that deliver services residents will be most interested in. The Communities Team is already responsible for Community Transport, Youth Activities, Volunteering, Community Safety, Culture and Sport.

2.3. The Communities Team led on an Innovative Workshop for all staff on Tuesday 19 February. The event was held in the ancillary area and ran as a drop-in session over the lunch time period. Staff were asked to come up with ideas having considered information relating to issues in Neighbourhood Board areas as well as feeding in their experiences through engaging with the public. These may result in suitable service enhancements or social action projects.

2.4. At this stage no Council service has been excluded from inclusion within the YNYC 2 consultation. It is also anticipated that recommendations and decisions on service enhancements or SAPs could be made after the July 2013 sign off deadline.

2.5. The Marketing & Engagement Team are in the process of creating a Marketing Plan. Officers will bring the latest version of this plan to share with the Committee on the day. The Marketing & Engagement Team are aiming for a launch on the 1 April 2013.

2.6. Project Plan and Time Line for Delivery Post Launch
### Milestone | Date
--- | ---
Launch Consultation | 1 April 2013
Circulate consultation and promotional Material to all Board Members | 1 April 2013
Close Consultation | 9 May 2013
Mini Conference for all Neighbourhood Boards to share findings of the Consultation | 16 May 2013
Informal Board Meetings | 20 – 23 May 2013
Service Enhancement Proposals for all Neighbourhoods complete | 13 June 2013
Service Enhancement Proposals to CMT | 18 June 2013
Service Enhancement Proposals to each Neighbourhood Board | 3 – 11 July 2013
Localism Committee | 16 July 2013
Cabinet Sign Off | 22 July 2012

#### 3. Relevant Corporate Priorities

3.1. YNYC 2 will deliver on all corporate priorities by ensuring all communities have the opportunity to participate in a process that will help communities influence the services they receive.

3.2. These services will be designed to help more of our residents into employment or training, reduce the number or residents falling into debt, promote the opportunities and benefits of volunteering.

3.3. At the same time we are improving the way in which we engage with our residents, ensuring we increase the participation rate through more efficient and customer aware engagement methods.

#### 4. Risks & Implications

4.1. There is a risk of the Council not engaging with enough residents. The Marketing Plan will help address this.

4.2. Consulting on too many service areas may create a lengthy consultation; this could be off-putting to potential participants. Failure to create an easy to use consultation may restrict the total number of residents that engage in the process.

4.3. Some year one service enhancements are not delivering to levels agreed in July. The March round of Neighbourhood Board meetings will review performance and may recommend triggering the exit strategy on some enhancements.
4.4. While officers support the service areas proposed to be included in the YNYC 2 there is concern that not enough ‘Big Ideas’ have been proposed and that perhaps Service Heads and Managers would benefit from a workshop designed to stimulate some ‘Blue Sky’ thinking.

4.5. Neighbourhood Board elections need to be completed before the May informal Boards to ensure consistency otherwise a number of new Board members could be joining halfway through the process. Norfolk County Council elections will also take place during this period and consideration needs to be given to the impact this might have on timing. However, Norfolk County Council has confirmed they will assign a Councillor to represent the County Council at each Board, following the County Council elections that will be held on 2 May 2013.

5. Conclusion

5.1. A Marketing Plan is being developed to enable the Council to engage with a larger number of its residents during the YNYC 2 consultation.

5.2. The Marketing Plan will see the Council maximise existing staff resources to achieve greater participation, however this will also place far greater responsibility on the role of its partners to help it achieve it’s targets.

5.3. The Consultation will run for a minimum of four weeks and be made as easy to participate in as possible. It will be imperative to minimise the barriers and maximise the opportunities that enable increased participation.

6. Recommendations

6.1. It is also recommended that the Localism Committee endorses the proposed timeline for the delivery of YNYC 2.

6.2. It is also recommended that the Localism Committee endorses the Marketing Plan (to follow).
Appointment of Neighbourhood Board Community Representatives

Communities Officer - People

This report presents a proposed method for the Council to follow when appointing Community Representatives to the Neighbourhood Boards. The report recommends a four stage process to ensure there is appropriate transparency and openness during the appointment process and the Council can successfully attract and recruit high quality candidates to these key roles.

Cabinet member(s): Martin Wilby
Ward(s) affected: All
Contact Officer, telephone number, and e-mail: Oliver Hill 01508 533 666 ohill@s-norfolk.gov.uk

1. Background

1.1. This report considers the method to be used to appoint Community Representatives on the Neighbourhood Boards.

1.2. At its meeting in October 2012 Cabinet agreed Community Representatives should be nominated from within their community and selected to their position by the District Councillor members of the Neighbourhood Boards. It also agreed that the community representatives will hold a two-year term of office beginning in May 2013 and they should cover a broad range of age, experience, expertise and relevant agencies.

1.3. Finally, Cabinet agreed that one of the six vacancies should be filled from the Town and Parish Councils in the neighbourhood, and will be a member of the Norfolk Association of Local Councils (NALC).

2. Current Position and Issues

2.1. Presently, five Community Representatives are recommended to fill vacancies on Neighbourhood Boards by individual current Neighbourhood Board Members. The Neighbourhood Board is then asked to approve the recommendation. Assuming the Neighbourhood Board approves this recommendation the Community Representative appointment is not time limited, and the representative continues until they decide to stand down.

2.2. This arrangement is very informal, and risks that there may be more highly skilled candidates available who are not being recruited. Further, there is a lack of clarity regarding the role and expectations of such representatives, which the Cabinet recommendations outlined in section 1 sought to address. The current method is not transparent nor does it demonstrate that the
Council meets its equalities responsibilities. As such, the Council now needs to devise a process to ensure there is a fair, open and transparent way of recruiting the strongest candidates to these roles.

2.3. Neighbourhood Boards are the Council’s eyes and ears within its communities. With the support of officers all Board representatives are expected to propose solutions to issues identified from the grass roots up. The Boards have come a long way from Neighbourhood Forums and SNAPs however there is still a lot of work to do if they are to be fully representative of their area.

3. Proposal and Reasons

3.1. This proposal sets out a mechanism through which Neighbourhood Board Community Representatives can be appointed. This will result in the appointment of Community Representatives through an open and transparent process. It will also ensure we attract the highest standard of applicants and strengthen community representation on each Neighbourhood Board.

3.2. There will be four stages leading to the appointment of a new Community Representative (excluding the NALC Representative which will need to be approached differently), as follows:

3.3. Awareness – The Council needs to decide how it wishes to market the positions available and how widely to promote them. This process must ensure a level of participation that enhances the current membership of the Board in terms of numbers, experience and knowledge.

3.4. It is proposed that all 25 Community Representative vacancies be treated in a similar manner to job vacancies. Each vacancy will be advertised on the Council’s website using the ‘Vacancies’ section and promoted as widely as possible within the District. This would include marketing the opportunities through our existing contacts and hosting information on the Council’s website. We would be welcome to views from the Localism Committee on how awareness may be raised.

3.5. Application – Once a potential representative has been made aware of the opportunity they will apply for the position of Community Representative. The application/expression of interest form will be located in the Council’s current vacancies webpage (paper versions will be made available as well). This form will be used by the applicant to explain why they are interested in the position, what experience they bring and why they see themselves as suitable for the role.

3.6. Anyone interested in becoming a Community Representative will be able to download the application form, job description, a Neighbourhood Area map and a copy of the ground rules. A closing date will be applied.

3.7. Candidates will be requested to explain why they wish to be a Community Representative, and what strengths they would bring to the role. The Council
will also seek to identify what particular relevant experience they have – whether through their employment or through voluntary or community engagement work.

3.8. **Consideration** – Once the closing date has been reached officers will collate the information from each applicant and prepare a list of all those who have applied and how they do or do not meet the needs of the role.

3.9. The list will rate each candidate on how well they meet the job description. Each candidate will be scored by the criteria within the job description and the score presented with the key elements of the information provided by the candidates will be presented to the Boards.

3.10. **Appointment** – The process of appointing a Community Representative will involve an interview day for each Board to meet the applicants and then a process of deciding who they would like to offer a position. This is likely to coincide with the round of informal Neighbourhood Board meetings scheduled for May 2013.

3.11. All applicants that meet the role description will be invited to meet with the Neighbourhood Board. On the day the Neighbourhood Board will meet to discuss each candidate. Then a Selection Panel chosen in advance by the Board, will sit to discuss which applicants they wish to appoint. The Selection Panel will include three members of the Neighbourhood Board, one of whom must be the Chairman, supported by a Communities Officer. The panel will assess each candidate against the person specification and overall job description.

3.12. The selection panel will then recommend the appointments back to the next Neighbourhood Board Meeting. If a vacancy remains, then a further recruitment process will take place until a candidate is appointed, although vacancies will not inhibit or invalidate the work/operation of the Board.

3.13. **The Norfolk Association of Local Councils (NALC)** – NALC have been identified as the organisation to provide Town and Parish Council representation. One Community Representative position has been allocated to NALC on each Neighbourhood Board.

3.14. If one of the twenty five remaining Community Representatives is a Town or Parish Councillor the recruitment process will reinforce to them that they are there in their personal capacity and not as an official representative of their Town or Parish Council.

3.15. The Council will ask NALC to nominate a Town or Parish Council Chairman to this position. In each case the Chairman must be from a Town or Parish Council within the Neighbourhood Board area they are to be a Community Representative in.

3.16. In the unlikely event of no NALC affiliated Town or Parish Council Chairman being available then, and only then, will the Council ask NALC to recommend a NALC Board member to be appointed. This Board Member would not be
expected to be from a Town or Parish Council within the Neighbourhood Area. They would however be expected to be a member of a Town or Parish Council in South Norfolk.

3.17. **Term of Appointment** - All positions will be held for a term of two years to coincide with the 2015 District Council elections. A review of Neighbourhood Board membership is proposed for completion by May 2015.

3.18. In the event of a Community Representative resigning their position the vacancy will be made public and applications encouraged in line with the four stage process set out above.

3.19. In the event of a Community Representative’s performance and/or conduct falling short of that expected by anyone representing South Norfolk Council then appropriate action will be taken and could ultimately lead to their term of appointment being terminated. All Community Representatives will receive code of conduct training as part of their induction.

3.20. **Specialisms** – it is intended that Community Representatives will “specialise” in particular areas relevant to the priorities of their Neighbourhood Board. It may be self-evident, as part of the recruitment process, that some candidates may be suited to particular priorities. However, the priority will be to allocate the strongest candidates overall, rather than to prioritise appointment to particular specialist areas to ensure that the strongest overall candidates are selected.

4. **Other Options**

4.1. The Council could restrict promotion of the opportunity to ensure membership is targeted at specific partners and individuals. This may prohibit strong individuals from participating and create frustration amongst the community.

4.2. The Council could ask people to nominate themselves as candidates, and rather than be recruited they could stand for election. Votes being cast could either be restricted to District Councillors or through fully public votes held like mini elections. As elected members have a democratic mandate there is no need to go to the significant expense of public voting.

4.3. The Council could allow NALC to recommend who represents Parish and Town Council’s on their behalf and not insist that wherever possible their representative should be a Chairman or a Town or Parish Council.

4.4. The length of appointment has been carefully considered. Clearly, a long term appointment could be helpful in ensuring that there is strong continuity and knowledge through appointees. However, there are also clear benefits with alignment to existing election cycles. As a result, the latter approach has been taken, although candidates applying in 2013 will still be eligible to apply in 2015. This also avoids any problems should Community Representatives wish to stand for office at the 2015 elections.
5. Relevant Corporate Priorities

5.1. ‘Enhancing our quality of life and the environment we live in’ and ‘supporting communities to realise their potential’ - by ensuring that all the Neighbourhood Boards attract the highest standard of applicants and strengthen community representation on each Neighbourhood Board. This process will also ensure an open and transparent process.

6. Implications and Risks

6.1. There is a risk that the Council does not receive enough interest in the twenty-five Community Representative positions leaving some vacancies within Neighbourhood Boards. This is being mitigated by working with the Marketing Team to engage with the community and raise awareness.

6.2. New appointments may need a lot of training to enable them to take on the role. This is being mitigated through the stated appointment process, and the Communities Officers will work with candidates post appointment to recognise any training needs.

6.3. There is a risk that the NALC’s appointed member(s) do not represent all Town and Parish Councils as not all are members. There is a further risk that the NALC representative is not seen by NALC members as representing their Town or Parish Council effectively. Again, the Communities Officers will work with the representatives to identify training needs such as engagement skills.

7. Conclusion

7.1. A preferred method for appointing Community Representatives has been proposed. The proposal ensures a fair, transparent and representative Neighbourhood Board membership.

7.2. For the purpose of consistency and relationship management each Community Representative will be appointed for a minimum term of two years.

8. Action Required

To endorse the proposed approach:

8.1. That four stages of recruitment are recommended as per section three. These are Awareness, Application, Consideration and Appointment

8.2. That each position be advertised widely and information held on the Council’s website to ensure the opportunity reaches a broad range of individuals.

8.3. That all individuals interested in a position apply in writing and are then assessed through a similar process to that used by the Council to recruit staff.
8.4. That officers score each candidate against the role description and then present the Neighbourhood Boards with a shortlist of candidates scored against the role description.

8.5. That all Neighbourhood Board members meet each applicant that fulfils the job description, in person.

8.6. That a panel of three Board members (one of whom must be the Chairman) supported by a Communities Officer sit to decide who to offer positions to having first met with all other Board members to ask for their opinions. There will be a panel for each Neighbourhood Board.

8.7. That should any vacancy remain available following this process that the position be re-advertised. Similarly should a position become available in the future then the same process would be followed.

8.8. That all positions be held for a minimum term of two years to coincide with the 2015 District Council elections.

8.9. That a full review of Neighbourhood Board membership be completed by May 2015.
Community Safety Partnership Plan

The purpose of the report is to introduce the proposed priorities for the 2013 South Norfolk Community Safety Partnership Plan and to start assessing whether these are right for South Norfolk.

This will be the second plan to be created for South Norfolk, which has been based on the priorities identified in the Police and Crime Plan, the County Community Safety Partnership Plan and using feedback gained over the last year. The aim of the plan is not to tackle local issues, this is the role of the Safer Neighbourhood Teams and Operational Partnership Team. The plan aims to tackle repeat issues and obstacles to delivering effective services to local problem solving by ensuring effective partnerships and support mechanisms are formed or refocused to target resources on issues that affect South Norfolk residents.

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Contact Officer, telephone number, and e-mail:

Mike Pursehouse
01508 533718
mpursehouse@s-norfolk.gov.uk

1. Background

1.1. In 2010 the seven district Community Safety Partnerships merged to form the County Community Safety Partnership (CCSP), of which South Norfolk Council is a statutory partner. Although this merger has been positive and has seen efficiencies and promoted partnership working, South Norfolk community safety partners were unhappy that the 3 year rolling plan created by the CCSP would focus on strategic issues for Norfolk which may have little impact on our residents.

1.2. Therefore, the South Norfolk partnership plan was created to ensure that South Norfolk partners still continue to focus on issues that matter to South Norfolk residents. This South Norfolk plan complements and not duplicates the County plan. South Norfolk and Broadland are the only district council areas to maintain their own plans.

1.3. The creation of the South Norfolk plan has been successful in bringing partners together to focus on local issues. The joint Council / Police team (OPT) has continued to bring partners together and coordinate community safety in South Norfolk.
1.4. The South Norfolk Council’s Neighbourhood Boards investment in youth employment, speed awareness machines and supporting vulnerable residents have had a major impact in achieving the outcomes of last year’s plan.

2. **Current Position and Issues**

2.1. Currently South Norfolk has eight Safer Neighbourhood Teams made up of a wide range of agencies who deal with community safety issues. These teams deal with initial calls and bring together relevant agencies to resolve local issues ideally before they escalate.

2.2. When issues cannot be readily resolved then the multi-agency Operational Partnership Team (OPT) will co-ordinate responses to resolve issues. The OPT holds a monthly case conference which looks at resolving issues such as community tension, individual offenders and repeat callers by addressing the underlying issues. Issues are fed into the partnership plan when they cannot be addressed through the OPT or, when the same issues keep coming up and a long term approach is required.

2.3. The new Police and Crime Commissioner for Norfolk is in post and has produced a Police and Crime Plan for Norfolk. There is no statutory requirement for partners to work to this plan but there are clear benefits to supporting elements of this plan when appropriate to South Norfolk issues.

3. **Proposal and Reasons**

3.1. The proposed high level strategic district priorities have been identified following a review of; the County Community Safety Partnership Plan, the new Police and Crime Commissioners Police and Crime Plan as well as reviewing local issues raised by the community over the last year. Over the next two months we will review how these relate to each Neighbourhood area and consult stakeholders with the intention of agreeing the plan in May. An action plan will be created to identify key stakeholders and how they will help implement the plan.

3.2. The priorities identified for 2013 are:

- 3.2.1. Reduce the incidents and fear of anti-social behaviour (ASB) and crime through partnership working, preventative work and using restorative approaches.

- 3.2.2. Reduce vulnerability; to deter vulnerable people from committing crime and ASB, and provide support; to minimise the impact and likelihood of crime and ASB on vulnerable people.

- 3.2.3. Increase the support to young people and families to achieve their potential.

- 3.2.4. Improve safety on our roads.
4. **Other Options**

4.1. Not preparing a South Norfolk plan and working to a County plan which may not reflect the issues in South Norfolk and achieve the same buy in from local communities. Feedback from Parish Councils and SNC Members suggest that they understand a local plan and how it relates to then more than County wide plan.

5. **Relevant Corporate Priorities**

5.1. Enhancing our quality of life and the environment we live in - crime and antisocial behaviour has an impact on the quality of life for a minority of residents.

5.2. Driving services through being businesslike, efficient and customer aware - a key focus throughout this plan is to reduce duplication and ensure that customers needs are identified and met.

6. **Implications and Risks**


7. **Conclusion**

7.1. By creating a South Norfolk Community Safety Partnership Plan we can focus on issues that affect South Norfolk and ensure we are able to deal with issues that matter to local residents. Consultation with Neighbourhood Boards, Parish and Town Councils and local community groups will ensure that priorities reflect local issues and therefore more likely to support delivery of the plan.

8. **Action Required**

8.1. Members are asked to consider the proposed priorities and make recommendations as appropriate.
PERFORMANCE REPORTS FOR NEIGHBOURHOOD BOARDS

The purpose of this report is to provide members with updates on the performance of service enhancements commissioned by the Neighbourhood Boards in their respective areas.

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Contact Officer, telephone number, and e-mail: Mark Heazle 01508 533979 mheazle@s-norfolk.gov.uk

1. **Background**

1.1. This report updates the performance of the service enhancements commissioned by Neighbourhood Boards and considers performance against the Service Level Agreements and agreed exit strategies.

1.2. At the meeting of the 6th February 2012 Cabinet considered a report that set out how South Norfolk Council should deliver a key part of the Localism Act 2011 through developing the role of the Neighbourhood Boards to be the catalyst for community empowerment to encourage communities, individuals and relevant organisations to influence and improve service delivery and increase social capital.

1.3. At that meeting, Cabinet agreed to set up ‘Your Neighbourhood, Your Choice’ as a pilot for community engagement and delivering the Big Society. This decision committed South Norfolk Council to allocate £560,000 from the New Homes Bonus to run a community empowerment pilot.

1.4. In the months following that meeting, officers of South Norfolk Council worked with the five Neighbourhood Boards to develop Service Enhancements and Social Action Projects that met the priorities of each respective board. Portfolios of enhancements for each board were subsequently signed off by Cabinet in July 2012.
2. **Current Position and Issues**

2.1. Following sign off of Enhancements by Cabinet in July 2012, officers set about delivering them, working with a wide range of community groups, volunteers and partner agencies to do so.

2.2. As mentioned in paragraph 1.3 each Neighbourhood Board produced a portfolio which included details of each project to be delivered, along with targets and exit strategies. These portfolios are considered at each public Neighbourhood Board meeting with officers giving updates on progress.

2.3. The performance reports for each Neighbourhood Board Area are included with this report at appendices 1-5. These cover the reporting period up to from July 2012 – December 2012, and so do not take into account activity from January 2013 onwards, which will be reported in later periods.

2.4. The report will now consider each of the main service enhancements and their performance in more detail, including performance in 2013:

2.5. **Community Coach Bursary Scheme** – this enhancement will exceed the targets set by the Neighbourhood Boards by the end of the year, with 22 bursaries awarded up to mid-March. Good numbers of applications have been received from all areas of the district, covering all five Neighbourhood Board areas. One particularly pleasing aspect of the scheme is that 15 of the 22 applications have been received from females, which is encouraging because of the fact that females tend to be under-represented in coaching and leadership roles in sport. We have also had a number of applications from people aged 25 or under, which shows that the scheme is encouraging young people into volunteering roles in our local sports clubs.

2.6. **Number of Communities using Speed Awareness Machines** – Interest in using the SAMs has been high and we have had a large number of communities and volunteers coming forward to utilise the machines, especially following the commencement of the Volunteer Coordinator post. There have, however, been some technical issues with the SAMs which has meant that they have not been as effective as hoped. Officers will be meeting with the manufacturers of the SAMs in mid-March to try to resolve the issues that can allow the machines to be reliably deployed to the numerous groups that have expressed an interest in using them. At the March meetings, the use of the SAMs remained high on the agendas of the Neighbourhood Boards.

2.7. **Number of young people accessing employment or training** – the Wymondham Jobs Club is now up and running and has enjoyed several early successes with 8 young people now finding employment (2), training (2) or further education (4) as a result of attending. Young people from all areas are welcome to attend, with access to transport being available to help those that need it. Following the successful start at Wymondham, Loddon will be the next to commence on 14th March 2013. Costessey and Long Stratton job clubs are programmed to begin in May 2013. 12 young people found employment, training
or further education via the Harleston Jobs Club, which the Waveney Valley Neighbourhood Board supports.

2.8. **Kickstart Moped Hire Scheme** – take-up of this scheme has been slow but is expected to increase as new job clubs commence and more young people find education, employment or training. The scheme is operated on a ‘pay-as-you-go’ basis which means that the funding committed by the Neighbourhood Boards is only used once mopeds are loaned to young people, but members may wish to consider implementing the exit strategy for this enhancement.

2.9. **Physical Activity programmes** – there has been no delivery of these over the winter months and the Locality Officers are working with the Leisure Business and Operations Manager to programme these in the relevant Neighbourhood Board areas, starting in May 2013. These will be delivered by qualified leisure centre staff.

2.10. **Kids Club** – each of the Neighbourhood Boards committed funding to allow the existing Kids Club at Wymondham Leisure Centre to be extended to cover two further areas, supporting working parents by providing affordable childcare during school holidays. Both residents of the Neighbourhood Board area and those that work in it benefit from this enhancement. Long Stratton Leisure Centre successfully hosted the first of these during February half-term, attracting 22 children. Feedback was positive with parents soon asking if they can book children on for the planned sessions at Easter. Due to this demand we will now have to apply for OFSTED registration and secure another venue for the third Kids Camp.

2.11. **Handyperson Scheme** – this has been another big success across most Neighbourhood Board areas achieving targets set. The Tas Valley remains the one area that take-up is problematic, something that was discussed at that Neighbourhood Board meeting in early March. Attendees at that meeting came forward with ideas to help boost the enhancement in that area, which were taken away by the relevant officer. One additional benefit of this scheme is that one contractor will be taking on an apprentice to work alongside him on the enhancement, which is a result of the increased demand for the services.

2.12. In May 2012 and February 2013, the Council was visited by a Peer Review team from the Local Government Association, who looked at the whole ‘Your Neighbourhood, Your Choice’ initiative and said ‘the programme is now starting to deliver service enhancements and outcomes for residents, build community capacity and help strengthen relationships with some parishes and towns. Some wider value and impacts are also starting to be realised’.

3. **Relevant Corporate Priorities**

3.1. Enhancing our quality of life and the environment we live in, by encouraging people to become more active in their local communities and having a greater say on what happens to improve their localities.
Localism Committee

3.2. Promoting a thriving local economy, for example by supporting young people into education, training and employment.

3.3. Supporting communities to realise their potential, by encouraging volunteering and the building of social capital within our communities.

3.4. Driving services through being businesslike, efficient and customer aware, by looking at innovative and cost-effective ways of enhancing current Council services.

4. Risks

4.1. Risks – The main risk to the Council is enhancements not being successful, resulting in damage to the Council’s reputation, and that of the Neighbourhood Boards.

5. Conclusion

5.1. The report considers the performance of the main projects commissioned by the Neighbourhood Boards, which are at an early stage in their development.

5.2. Some enhancements have been particularly successful and others have taken longer to develop, which may require members to consider if the exit strategies need to be implemented. Performance management of the enhancements is a core part of the roles of the officers involved.

5.3. In addition to the formal Corv u performance management, Neighbourhood Boards receive regular updates on the performance of enhancements via their meetings with Locality Officers and Communities Officers. These updates include information on the Social Action Projects that do not fit easily into the Corvu reporting framework.

6. Recommendations

6.1. It is recommended that members note the appended Neighbourhood Board performance reports and comment as appropriate.
## Quarterly Performance Report
### Growth and Localism - Eastern Rivers Valley

**Period: Q3 - 2012/13**

<table>
<thead>
<tr>
<th>Outcome/Objective</th>
<th>Measure Owner</th>
<th>Measure Ref</th>
<th>Measure Description</th>
<th>Pol:</th>
<th>Freq:</th>
<th>Latest Data Year End</th>
<th>Year End Target 2012/13</th>
<th>Operational Comments</th>
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<tr>
<td><strong>Locality and Communities</strong></td>
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<td><strong>Supporting communities to realise their potential</strong></td>
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</tr>
</tbody>
</table>

**Communities are engaged, understood, supported and safe in South Norfolk**

Mark Heazle

**705** MI 705: Number of volunteer coaches supported by the enhanced Community Coach Bursary Scheme - Eastern River Valleys

<table>
<thead>
<tr>
<th>Pol:</th>
<th>Freq:</th>
<th>Latest Data</th>
<th>Year End Target 2012/13</th>
<th>Operational Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q</td>
<td>3</td>
<td>2</td>
<td>4</td>
<td>Scheme continues to receive good number of applications to it. Administration of scheme by Norfolk Community Foundation working well.</td>
</tr>
</tbody>
</table>

720 MI 720: Number of individual young people taking part in healthy activities delivered by enhancement by neighbourhood area - Eastern River Valleys

<table>
<thead>
<tr>
<th>Pol:</th>
<th>Freq:</th>
<th>Latest Data</th>
<th>Year End Target 2012/13</th>
<th>Operational Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td>Budget allocated July 2012. 1 year project. Vast majority of activity will take place from April to July 2013.</td>
</tr>
</tbody>
</table>

Mike Pursehouse

**677** MI 677: Number of vulnerable residents visited - Eastern River Valleys

<table>
<thead>
<tr>
<th>Pol:</th>
<th>Freq:</th>
<th>Latest Data</th>
<th>Year End Target 2012/13</th>
<th>Operational Comments</th>
</tr>
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<tbody>
<tr>
<td>Q</td>
<td>8</td>
<td>2</td>
<td>11</td>
<td>Reactive service to date, project to be officially launched Jan/Feb 2013.</td>
</tr>
</tbody>
</table>

**731** MI 731: Number of Communities using the SAM by neighbourhood area - Eastern River Valleys

<table>
<thead>
<tr>
<th>Pol:</th>
<th>Freq:</th>
<th>Latest Data</th>
<th>Year End Target 2012/13</th>
<th>Operational Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q</td>
<td>4</td>
<td>2</td>
<td>6</td>
<td>SAM deployment dependent on weather (cannot be used in rain/snow/severe wind), risk assessment from County and volunteers to deploy. SAM deployed twice in Ditchingham in Q3. Volunteers and booking received for Q4 with end of year target expected to be achieved.</td>
</tr>
<tr>
<td>Outcome/Objective</td>
<td>Measure Owner</td>
<td>Measure Ref</td>
<td>Measure Description</td>
<td>PoL</td>
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</tr>
<tr>
<td>Localities and Communities</td>
<td>Nigel Bailey</td>
<td>684</td>
<td>Mi 684: Amount of businesses, community groups etc visited by volunteers to promote Community Transport and Car Sharing schemes: by neighbourhood area - Eastern River Valleys.</td>
<td>↑</td>
</tr>
<tr>
<td></td>
<td></td>
<td>689</td>
<td>Mi 689: Provide support for the Kickstart Moped Hire Scheme for the benefit of those that are restricted by transport limitations in accessing work or training by neighbourhood area - Eastern River Valleys</td>
<td>↑</td>
</tr>
<tr>
<td></td>
<td>Oliver Hill</td>
<td>694</td>
<td>Mi 694: Number of young people that access employment, training and work experience opportunities per neighbourhood area - Eastern River Valleys.</td>
<td>↑</td>
</tr>
<tr>
<td></td>
<td></td>
<td>752</td>
<td>Mi 752: Amount of volunteer hours listed by neighbourhood area - Eastern River Valleys</td>
<td>↑</td>
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<tr>
<td></td>
<td>Tony Cooke</td>
<td>672</td>
<td>Mi 672: Amount of visits of Handyperson Service by neighbourhood area - Eastern River Valleys</td>
<td>↑</td>
</tr>
</tbody>
</table>
## Locality and Communities

### Supporting communities to realise their potential

<table>
<thead>
<tr>
<th>Communities are engaged, understood, supported and safe in South Norfolk</th>
<th>Mark Heazle</th>
<th>MI 706: Number of volunteer coaches supported by the enhanced Community Coach Bursary Scheme - Northern River Valleys</th>
<th>Q</th>
<th>3</th>
<th>4</th>
<th>4</th>
<th>Scheme continues to receive good number of applications to it. Administration of scheme by Norfolk Community Foundation working well.</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>721: Number of individual young people taking part in healthy activities by neighbourhood area - Northern River Valleys</td>
<td>Q</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td>Budget allocated July 2012. 1 year project. Vast majority of activity will take place from April to July 2013.</td>
</tr>
<tr>
<td>Mike Pursehouse</td>
<td>678: Number of vulnerable residents visited - Northern River Valleys</td>
<td>Q</td>
<td>22</td>
<td>0</td>
<td>28</td>
<td>This is not being launched until Jan/Feb 13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>732: Number of Communities using the SAM by neighbourhood area - Northern River Valleys</td>
<td>Q</td>
<td>4</td>
<td>1</td>
<td>6</td>
<td>SAM deployment dependent on weather (cannot be used in rain/snow/severe wind), risk assessment from County and volunteers to deploy. SAM deployed in East Carleton. 8 other parishes have expressed interest and the end of year target is expected to be achieved.</td>
<td></td>
</tr>
</tbody>
</table>
### Growth and Localism - Northern Rivers Valley

**Period:** Q3 - 2012/13

<table>
<thead>
<tr>
<th>Outcome/Objective</th>
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<th>Measure Ref</th>
<th>Description</th>
<th>Pol</th>
<th>Freq</th>
<th>Latest Data</th>
<th>Operational Comments</th>
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</thead>
<tbody>
<tr>
<td><strong>Locality and Communities</strong></td>
<td>Nigel Bailey</td>
<td>682</td>
<td>MI 682: Number of parishes covered by community transport providers, Norwich door to door part funded by SNC by neighbourhood area - Northern River Valleys</td>
<td>↑</td>
<td>Q</td>
<td>3</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td>683</td>
<td>MI 683: Number of passenger journeys within the new parishes by neighbourhood area - Northern River Valleys</td>
<td>↑</td>
<td>Q</td>
<td>25</td>
<td>0</td>
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<tr>
<td></td>
<td></td>
<td>685</td>
<td>MI 685: Amount of businesses, community groups etc visited by volunteers to promote Community Transport and Car Sharing schemes: by neighbourhood area - Northern River Valleys.</td>
<td>↑</td>
<td>M</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>690</td>
<td>MI 690: Provide support for the Kickstart Moped Hire Scheme for the benefit of those that are restricted by transport limitations in accessing work or training by neighbourhood area - Northern River Valleys</td>
<td>↑</td>
<td>Q</td>
<td>11</td>
<td>3</td>
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# Quarterly Performance Report

## Growth and Localism - Northern Rivers Valley

**Period:** Q3 - 2012/13

<table>
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<tr>
<th>Outcome/Objective</th>
<th>Measure Owner</th>
<th>Measure Ref</th>
<th>Description</th>
<th>Pol</th>
<th>Freq</th>
<th>Latest Data</th>
<th>Year End Target 2012/13</th>
<th>Operational Comments</th>
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<td><strong>Locality and Communities</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oliver Hill</td>
<td>695</td>
<td>MI 695: Number of young people that access employment or training opportunities per neighbourhood area - Northern River Valleys.</td>
<td>Q</td>
<td>7</td>
<td>0</td>
<td>20</td>
<td>Wymondham Job Club, which is the first one, Launches 23/01/13 young people across Northern River Valleys are eligible for free transport to this service. A new jobs club will launch approx every month from now on (until all established)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>753</td>
<td>MI 753: Amount of volunteer hours listed by neighbourhood area - Northern River Valleys</td>
<td>M</td>
<td>0</td>
<td>22</td>
<td>350</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tony Cooke</td>
<td>673</td>
<td>MI 673: Amount of visits of Handyperson Service by neighbourhood area - Northern River Valleys</td>
<td>Q</td>
<td>52</td>
<td>47</td>
<td>91</td>
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</table>
### Quarterly Performance Report

#### Growth and Localism - Tas Valley

**Period:** Q3 - 2012/13

<table>
<thead>
<tr>
<th>Outcome/Objective</th>
<th>Measure Owner</th>
<th>Measure Ref</th>
<th>Description</th>
<th>Pol</th>
<th>Freq</th>
<th>Latest Data Target</th>
<th>Result</th>
<th>Year End Target 2012/13</th>
<th>Operational Comments</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td>707</td>
<td>MI 707: Number of volunteer coaches supported by the enhanced Community Coach Bursary Scheme - Tas Valley</td>
<td>Q</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>Scheme continues to receive good number of applications to it. Administration of scheme by Norfolk Community Foundation working well.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mark Heazle</td>
<td>722</td>
<td>MI 722: Number of individual young people taking part in healthy activities delivered by enhancement by neighbourhood area - Tas Valley</td>
<td>Q</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td>Budget allocated July 2012. 1 year project. Vast majority of activity will take place from April to July 2013.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mike Pursehouse</td>
<td>679</td>
<td>MI 679: Number of vulnerable residents visited - Tas Valley</td>
<td>Q</td>
<td>14</td>
<td>0</td>
<td>18</td>
<td>This is not being launched until Jan/Feb 13</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>733</td>
<td>MI 733: Number of Communities using the SAM by neighbourhood area - Tas Valley</td>
<td>Q</td>
<td>4</td>
<td>1</td>
<td>6</td>
<td>SAM deployment dependent on weather (cannot be used in rain/snow/severe wind), risk assessment from County and volunteers to deploy. SAM deployed in Wacton in Q3. 7 other parishes have expressed interest and the end of year target is expected to be achieved.</td>
<td></td>
</tr>
</tbody>
</table>

**Locality and Communities**

**Supporting communities to realise their potential**

- **Communities are engaged, understood, supported and safe in South Norfolk**

- **Mark Heazle**
  - **Measure Ref:** 707
  - **Description:** MI 707: Number of volunteer coaches supported by the enhanced Community Coach Bursary Scheme - Tas Valley
  - **Frequency:** Q
  - **Target:** 3
  - **Result:** 3
  - **Year End Target 2012/13:** 4
  - **Operational Comments:** Scheme continues to receive good number of applications to it. Administration of scheme by Norfolk Community Foundation working well.

- **Mike Pursehouse**
  - **Measure Ref:** 722
  - **Description:** MI 722: Number of individual young people taking part in healthy activities delivered by enhancement by neighbourhood area - Tas Valley
  - **Frequency:** Q
  - **Target:** 0
  - **Result:** 0
  - **Year End Target 2012/13:** 7
  - **Operational Comments:** Budget allocated July 2012. 1 year project. Vast majority of activity will take place from April to July 2013.

- **Measure Ref:** 679
  - **Description:** MI 679: Number of vulnerable residents visited - Tas Valley
  - **Frequency:** Q
  - **Target:** 14
  - **Result:** 0
  - **Year End Target 2012/13:** 18
  - **Operational Comments:** This is not being launched until Jan/Feb 13

- **Measure Ref:** 733
  - **Description:** MI 733: Number of Communities using the SAM by neighbourhood area - Tas Valley
  - **Frequency:** Q
  - **Target:** 4
  - **Result:** 1
  - **Year End Target 2012/13:** 6
  - **Operational Comments:** SAM deployment dependent on weather (cannot be used in rain/snow/severe wind), risk assessment from County and volunteers to deploy. SAM deployed in Wacton in Q3. 7 other parishes have expressed interest and the end of year target is expected to be achieved.
Quarterly Performance Report  
Growth and Localism - Tas Valley  
Period: Q3 - 2012/13

<table>
<thead>
<tr>
<th>Outcome/Objective</th>
<th>Measure Owner</th>
<th>Measure</th>
<th>Pol</th>
<th>Ref</th>
<th>Description</th>
<th>Outcome</th>
<th>Frequency</th>
<th>Latest Data</th>
<th>Year End Target 2012/13</th>
<th>Operational Comments</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>685</td>
<td>M</td>
<td>30</td>
<td>0</td>
<td>68</td>
</tr>
<tr>
<td></td>
<td>Nigel Bailey</td>
<td>MI 686</td>
<td>Amount of businesses, community groups etc visited by volunteers to promote Community Transport and Car Sharing schemes: by neighbourhood area - Tas Valley</td>
<td>696</td>
<td>NI 696: Number of young people that access employment or training opportunities per neighbourhood area - Tas Valley.</td>
<td>Q</td>
<td>4</td>
<td>0</td>
<td>11</td>
<td>To increase take up Boards will be asked if they wish to support non residents of SN who work/train within South Norfolk</td>
</tr>
<tr>
<td></td>
<td>Tony Cooke</td>
<td>MI 674</td>
<td>Amount of visits of Handyperson Service by neighbourhood area - Tas Valley</td>
<td></td>
<td>MI 754: Amount of volunteer hours listed by neighbourhood area - Tas Valley</td>
<td>M</td>
<td>0</td>
<td>40</td>
<td>250</td>
<td>Take up of the service in this Board area has been low. This has been brought to the Board's attention. In Q4 we will focus our promotional activities in this area</td>
</tr>
</tbody>
</table>
## Quarterly Performance Report
### Growth and Localism - Tiffey Valley
#### Period: Q3 - 2012/13

<table>
<thead>
<tr>
<th>Outcome/Objective</th>
<th>Measure Owner</th>
<th>Measure</th>
<th>Pol</th>
<th>Freq</th>
<th>Latest Data</th>
<th>Year End Target 2012/13</th>
<th>Operational Comments</th>
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<tr>
<td></td>
<td></td>
<td>Ref</td>
<td>Description</td>
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<tr>
<td><strong>Locality and Communities</strong></td>
<td></td>
<td></td>
<td>Supporting communities to realise their potential</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communities are engaged, understood, supported and safe in South Norfolk</td>
<td>Mark Heazle</td>
<td>708</td>
<td>MI 708: Number of volunteer coaches supported by the enhanced Community Coach Bursary Scheme - Tiffey Valley</td>
<td>Q</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>723</td>
<td>MI 723: Number of individual young people taking part in healthy activities delivered by enhancement by neighbourhood area - Tiffey Valley</td>
<td>Q</td>
<td>0</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>730</td>
<td>MI 730: Amount of vulnerable older people attending a Physical Activity Programme by neighbourhood area - Tiffey Valley</td>
<td>Q</td>
<td>25</td>
<td>0</td>
<td>50</td>
</tr>
<tr>
<td>Mike Pursehouse</td>
<td>680</td>
<td>MI 680: Number of vulnerable residents visited - Tiffey Valley</td>
<td>Q</td>
<td>16</td>
<td>0</td>
<td>22</td>
<td>This is not being launched until Jan/Feb 13</td>
</tr>
<tr>
<td></td>
<td>734</td>
<td>MI 734: Number of Communities using the SAM by neighbourhood area - Tiffey Valley</td>
<td>Q</td>
<td>4</td>
<td>0</td>
<td>6</td>
<td>None to date but new Locality Officer has now taken this up as a priority.</td>
</tr>
<tr>
<td>Outcome/Objective</td>
<td>Measure Owner</td>
<td>Measure Ref</td>
<td>Measure Description</td>
<td>Pol:</td>
<td>Freq:</td>
<td>Latest Data</td>
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</tr>
<tr>
<td>Nigel Bailey</td>
<td>687</td>
<td>Mi 687: Amount of businesses, community groups etc visited by volunteers to promote Community Transport and Car Sharing schemes: by neighbourhood area - Tiffey Valley</td>
<td>M</td>
<td>30</td>
<td>0</td>
<td>68</td>
<td>The volunteer CT promoter has failed to engage with groups over December and officers will review the role. 3 Officers within the Communities Team are now fully briefed to promote and volunteer co-ord seeking interested residents</td>
</tr>
<tr>
<td>Oliver Hill</td>
<td>692</td>
<td>Mi 692: Provide support for the Kickstart Moped Hire Scheme for the benefit of those that are restricted by transport limitations in accessing work or training by neighbourhood area - Tiffey Valley</td>
<td>Q</td>
<td>11</td>
<td>1</td>
<td>15</td>
<td>To increase take up Boards will be asked if they wish to support non residents of SN who work/train within South Norfolk</td>
</tr>
<tr>
<td>Tony Cooke</td>
<td>675</td>
<td>Mi 675: Amount of visits of Handyperson Service by neighbourhood area - Tiffey Valley</td>
<td>Q</td>
<td>40</td>
<td>40</td>
<td>70</td>
<td>Wymondham Job Club, which is the first one, launches 23/01/13 Transport / bus ticket refunds available to young people 16-25 yrs. A new job club will launch approx every month from now on (until all established)</td>
</tr>
</tbody>
</table>
### Quarterly Performance Report

**Growth and Localism - Waveney Valley**

**Period: Q3 - 2012/13**

<table>
<thead>
<tr>
<th>Outcome/Objective</th>
<th>Measure Owner</th>
<th>Measure Ref</th>
<th>Measure Description</th>
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<th>Year End Target 2012/13</th>
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</table>

#### Locality and Communities

**Supporting communities to realise their potential**

<table>
<thead>
<tr>
<th>Communities are engaged, understood, supported and safe in South Norfolk</th>
<th>Mark Heazle</th>
<th>709</th>
<th>MI 709: Number of volunteer coaches supported by the enhanced Community Coach Bursary Scheme - Waveney Valley</th>
<th>Q</th>
<th>4</th>
<th>6</th>
<th>4</th>
<th>Scheme continues to receive good number of applications to it. Administration of scheme by Norfolk Community Foundation working well.</th>
</tr>
</thead>
<tbody>
<tr>
<td>724</td>
<td>MI 724: Number of individual young people taking part in healthy activities delivered by enhancement by neighbourhood area - Waveney Valley</td>
<td>Q</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td>Budget allocated July 2012. 1 year project. Vast majority of activity will take place from April to July 2013.</td>
<td></td>
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</tr>
<tr>
<td>Mike Pursehouse</td>
<td>681</td>
<td>MI 681: Number of vulnerable residents visited - Waveney Valley</td>
<td>Q</td>
<td>8</td>
<td>0</td>
<td>12</td>
<td>This is not being launched until Jan/Feb 13</td>
<td></td>
</tr>
<tr>
<td>735</td>
<td>MI 735: Number of Communities using the SAM by neighbourhood area - Waveney Valley</td>
<td>Q</td>
<td>4</td>
<td>1</td>
<td>6</td>
<td>SAM deployment dependent on weather (cannot be used in rain/snow/severe wind), risk assessment from County and volunteers to deploy. SAM deployed for 3 weeks in Alburgh in Q3. 2 bookings have already been received for Q4 with a further 3 expected which will achieve the target by the end of the year.</td>
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</tbody>
</table>
**Quarterly Performance Report**

**Growth and Localism - Waveney Valley**

**Period: Q3 - 2012/13**

<table>
<thead>
<tr>
<th>Outcome/Objective</th>
<th>Measure Owner</th>
<th>Measure Ref</th>
<th>Measure Description</th>
<th>Pol</th>
<th>Freq</th>
<th>Latest Data</th>
<th>Year End Target 2012/13</th>
<th>Operational Comments</th>
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<tbody>
<tr>
<td></td>
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<td>Target</td>
<td>Result</td>
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<td><strong>Locality and Communities</strong></td>
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<tr>
<td></td>
<td>Nigel Bailey</td>
<td>688</td>
<td>Mi 688: Amount of businesses, community groups etc visited by volunteers to promote Community Transport and Car Sharing schemes: by neighbourhood area - Waveney Valley.</td>
<td>↑</td>
<td>M</td>
<td>30</td>
<td>0</td>
<td>68</td>
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<tr>
<td></td>
<td></td>
<td>693</td>
<td>Mi 693: Provide support for the Kickstart Moped Hire Scheme for the benefit of those that are restricted by transport limitations in accessing work or training by neighbourhood area - Waveney Valley</td>
<td>↑</td>
<td>Q</td>
<td>11</td>
<td>4</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Oliver Hill</td>
<td>698</td>
<td>Mi 698: Number of young people that access employment or training opportunities per neighbourhood area - Waveney Valley.</td>
<td>↑</td>
<td>Q</td>
<td>3</td>
<td>12</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>756</td>
<td>Mi 756: Amount of volunteer hours listed by neighbourhood area - Waveney Valley</td>
<td>↑</td>
<td>M</td>
<td>0</td>
<td>5</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td>Tony Cooke</td>
<td>676</td>
<td>Mi 676: Amount of visits of Handyperson Service by neighbourhood area - Waveney Valley</td>
<td>↑</td>
<td>Q</td>
<td>24</td>
<td>37</td>
<td>42</td>
</tr>
</tbody>
</table>
Localism Committee Work Programme 2013

July –
Community Assets Register
Health and Wellbeing Board update
Needs Assessment Model
Performance management indicators for the Neighbourhood Boards

Nov –
Report on volunteering and youth work development
Update on Apprenticeships
Your Neighbourhood Your Choice 2014/15
Performance management indicators for the Neighbourhood Boards