



**WATFORD
BOROUGH
COUNCIL**

OVERVIEW AND SCRUTINY COMMITTEE

23 March 2017

7.00 pm

Town Hall, Watford

Publication date: 15 March 2017

Contact

If you require further information or you would like a copy of this agenda in another format, e.g. large print, please contact Sandra Hancock in Democracy and Governance on 01923 278377 or by email to legalanddemocratic@watford.gov.uk .

Welcome to this meeting. We hope you find these notes useful.

Access

Access to the Town Hall after 5.15 pm is via the entrance to the Customer Service Centre from the visitors' car park.

Visitors may park in the staff car park after 4.00 p.m. This is a Pay and Display car park. From 1 April 2016 the flat rate charge is £2.00.

The Committee Rooms are on the first floor of the Town Hall and a lift is available. Induction loops are available in the Committee Rooms and the Council Chamber.

Fire / Emergency Instructions

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- Do not use the lifts
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An audio recording may be taken at this meeting for administrative purposes only.

Committee Membership

Councillor K Hastrick (Chair)

Councillor J Dhindsa (Vice-Chair)

Councillors J Fahmy, Asif Khan, R Martins, A Rindl, N Shah, D Walford and T Williams

Agenda

Part A - Open to the Public

1. Apologies for Absence/Committee Membership

2. Disclosure of interests (if any)

3. Minutes

The minutes of the meeting held on 19 January 2017 to be submitted and signed.

Copies of the minutes of this meeting are usually available seven working days following the meeting.

(All minutes are available on the Council's [website](#).)

4. Call-in

To consider any Executive decisions which have been called in by the requisite number of Members.

5. Commissioning Framework: Shopmobility and Watford Citizens Advice

Presentations by Shopmobility and Watford Citizens Advice with an opportunity for scrutiny to ask questions of these commissioned organisations.

6. Quarter 3 2016/17: Key Performance Indicator report (To Follow)

7. Executive Decision Progress Report (Pages 7 - 18)

The Scrutiny Committee is asked to review the latest edition of the Executive Decision Progress Report and consider whether any further information is required.

8. Hertfordshire County Council's Health Scrutiny Committee

Councillor Hastrick, the Council's appointed representative to the County Council's Health Scrutiny Committee to provide an update.

Scrutiny Panels and Task Groups

9. Neighbourhood Forum Task Group - Cabinet response (Pages 19 - 32)

Report of the Committee and Scrutiny Officer

To review Cabinet's response to the Neighbourhood Forum Task Group's recommendations

10. Budget Panel

Since the last Overview and Scrutiny Committee, Budget Panel has met on the following occasion –

- 21 February 2017

The minutes are available on the Council's website –
www.watford.gov.uk/budgetscrutiny

The Chair of Budget Panel to provide an update to the Scrutiny Committee.

11. Outsourced Services Scrutiny Panel

Since the last Overview and Scrutiny Committee, Outsourced Services Scrutiny Panel met on the following occasion –

- 22 February 2017

The minutes are available on the Council's website -
<http://watford.moderngov.co.uk/ieListMeetings.aspx?Committeeld=223>

The Chair of Outsourced Services Scrutiny Panel to provide an update to the Scrutiny Committee.

12. Community Safety Partnership Task Group

Since the last Overview and Scrutiny Committee, the Community Safety Task Group has met on the following occasion –

- 22 March 2017

The minutes are available on the Council's website -
<http://watford.moderngov.co.uk/ieListMeetings.aspx?Committeeld=209>

The Chair of the Community Safety Partnership Task Group to provide an update to the Scrutiny Committee.



Executive Decision Progress Report

May 2016 – May 2017

Contact Officer: Sandra Hancock
Committee and Scrutiny Officer

Telephone: 01923 278377

Email: legalanddemocratic@watford.gov.uk

All officer decisions are available on the [Officer Decision Register](#) or on the full [Decision Register](#). Only key decisions are shown below. Further information about [forthcoming decisions](#) are available online.

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Gaelic Football Club relocation – allocation of s106 funds	Corporate Strategy and Client Services	Portfolio Holder for Housing and Property		<p>Key decision</p> <p>In accordance with the Access to Information Procedure Rule 15 the Chairman of Watford Borough Council was notified that the decision was to be taken by the Portfolio Holder for Housing and Property.</p> <p>Considered by the Portfolio Holder for Housing and Property on 19 May 2016</p> <p>Not called in</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Purchase of property in Northamptonshire	Regeneration and Development	Portfolio Holder for Housing and Property		<p>Key decision and Part B</p> <p>The Chair of Overview and Scrutiny Committee, agreed that the decision could be dealt with in accordance with Access to Information Procedure Rule 16 of the Constitution, "Special Urgency".</p> <p>It is covered by Paragraph 3, Schedule 12A, as it relates to commercially sensitive information.</p> <p>Agreed by the Portfolio Holder for Housing and Property on 2 June 2016.</p> <p>Call-in not applicable</p>
Watford Borough Council's reviewed vision, priorities and values and the Corporate Plan 2016-20	Corporate Management	Cabinet	June 2016	<p>Considered by Cabinet at its meeting on 6 June 2016</p> <p>Considered by Council on 5 July 2016</p> <p>Call-in not applicable</p>
Changes to the Residential Design Guide	Regeneration and Development	Cabinet	June 2016	<p>Considered by Cabinet at its meeting on 6 June 2016</p> <p>Not called in</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
The future of ICT	Corporate Management	Cabinet	June 2016	Considered by Cabinet at its meeting on 6 June 2016 Not called in
Improved accessibility and modernisation of Watford Borough Council's play offer	Community and Customer Services	Cabinet	July 2016	Considered by Cabinet at its meeting on 4 July 2016 . Decision called in and considered by Overview and Scrutiny Committee on 21 July 2016 . Cabinet decision ratified by Overview and Scrutiny Committee.
Exemption process for the award of contracts: Voluntary programme to assist refugees	Community and Customer Services	Cabinet	July 2016	Considered by Cabinet at its meeting on 4 July 2016 . Not called in
Summary of Financial Outturn	Finance	Cabinet	July 2016	Considered by Budget Panel at its meeting on 28 June 2016 and Cabinet at its meeting on 4 July 2016 . Not called in

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Stock condition and inventory surveys at council owned properties	Corporate Strategy and Client Services	Head of Corporate Strategy and Client Services	August 2016	Key decision In accordance with the Access to Information Procedure Rule 15 the Chairman of Watford Borough Council was notified that the decision was to be taken by the Head of Corporate Strategy and Client Services on 12 August 2016 . Not called in
For the Council to underwrite loan that Herts LEP have agreed to give to Skillmakers	Regeneration and Development	Cabinet	September 2016	Considered by Cabinet at its meeting on 12 September 2016 . Not called in
4-year settlement deal	Finance	Cabinet and Council	October 2016	Considered by Cabinet at its meeting on 10 October 2016 and by Council on 11 October 2016 . Call-in not applicable

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Outline design plans for the 2 adventure playgrounds	Community and Customer Services	Cabinet	October 2016	<p>Considered by Cabinet at its meeting on 10 October 2016.</p> <p>Decision called in and considered by Overview and Scrutiny Committee at its meeting on 27 October 2016.</p> <p>Cabinet decision ratified by Overview and Scrutiny Committee.</p>
Award contract for the receipt and processing of co-mingled	Corporate Strategy and Client Services	Cabinet Head of Corporate Strategy and Client Services	October 2016	<p>Part B decision covered by Paragraph 3, Schedule 12A, as it relates to commercially sensitive information.</p> <p>Originally due to be considered by Cabinet.</p> <p>Considered by the Head of Corporate Strategy and Client Services on 17 October 2016.</p> <p>Not called in</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Purchase of a commercial property	Regeneration and Development	Cabinet	November 2016	<p>Part B key decision</p> <p>The Chair of Overview and Scrutiny Committee agreed that the decision could be dealt with in accordance with Access to Information Procedure Rule 16 of the Constitution, "Special Urgency".</p> <p>It is covered by Paragraph 3, Schedule 12A, as it relates to commercially sensitive information.</p> <p>Considered by Cabinet at its meeting on 7 November 2016.</p> <p>Call-in not applicable</p>
5-year business plan for the Housing Joint Venture Company	Community and Customer Services	Cabinet	November 2016	<p>Originally due to be considered in July.</p> <p>Considered by Cabinet at its meeting on 7 November 2016.</p> <p>Not called in</p>
Home Improvement Agency Service	Community and Customer Services	Cabinet	November 2016	<p>Considered by Cabinet at its meeting on 7 November 2016.</p> <p>Not called in</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Sale of the freehold interest in the 6th North Watford Scout HQ	Regeneration and Development	Mayor	November 2016	<p>Part B decision covered by Paragraph 3, Schedule 12A, as it relates to commercially sensitive information.</p> <p>Originally due to be considered by the Mayor on 28 November 2016.</p> <p>Considered by the Mayor on 20 December 2016.</p> <p>Not called in</p>
Community Infrastructure Levy Annual Report 2015-16	Regeneration and Development	Cabinet	January 2016	<p>Considered by Cabinet at its meeting on 5 December 2016.</p> <p>Not called in</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Neighbourhood Forum Task Group – final report	Democracy and Governance	Cabinet	December 2016	<p>Initially considered by Cabinet at its meeting on 5 December 2016.</p> <p>Not called in</p> <p>Reported Cabinet response to Overview and Scrutiny Committee on 19 January 2017.</p> <p>The recommendations were further reviewed by Cabinet on 6 March 2017 following a small working group led by the Mayor.</p> <p>Further update to Overview and Scrutiny Committee on 23 March 2017.</p>
To increase charges in council controlled car parks and to propose the introduction of charges for on-street parking in Reeds Crescent	Regeneration and Development	Portfolio Holder for Regeneration and Development	December 2016	<p>In accordance with the Access to Information Procedure Rule 15 the Chairman of Watford Borough Council was notified that the decision was to be taken by the Portfolio Holder for Regeneration and Development on 12 December 2016.</p> <p>Not called in</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Allotment tenancy revisions	Corporate Strategy and Client Services	Cabinet	January 2017	Originally due to be considered by Cabinet in January 2017, considered by Cabinet on 6 February 2017 . Not called in
Agree to commence the retender and procurement for the leisure centre management contract	Corporate Strategy and Client Services	Cabinet	January 2017	Part B decision covered by Paragraph 3, Schedule 12A, as it related to commercially sensitive information. Considered by Cabinet on 6 February 2017 . Not called in
Local Plan Part 2 – Site allocations and Development Management policies for examinations	Regeneration and Development	Cabinet and Council	March 2017	Agreed by Cabinet on 6 March 2017 . To be considered by Council on 21 March 2017 . Call-in not applicable
Installation of telecommunications equipment on council owned buildings	Corporate Strategy and Client Services	Cabinet	March 2017	Considered by Cabinet on 6 March 2017 Not called in

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Review of Corporate Plan 2020: revised for 2017/18	Corporate Strategy and Client Services	Cabinet and Council	March 2017	<p>Agreed by Cabinet on 6 March 2017.</p> <p>To be considered by Council on 21 March 2017.</p> <p>Call-in not applicable</p>
Pilot Modular Building Project	Place Shaping and Corporate Performance	Cabinet	March 2017	<p>Part B decision covered by Paragraph 3, Schedule 12A, as it related to commercially sensitive information.</p> <p>In accordance with the Access to Information Procedure Rule 15 the Chairman of Watford Borough Council was notified that the decision was to be taken by Cabinet.</p> <p>Considered by Cabinet on 6 March 2017</p> <p>Not called in</p>

PART A

Report to: Overview and Scrutiny Committee
Date of meeting: 23 March 2017
Report of: Committee and Scrutiny Officer
Title: Neighbourhood Forum Task Group - Cabinet response

1.0 **Summary**

1.1 This report asks Overview and Scrutiny Committee to review Cabinet's recent discussion at its meeting on 6 March 2017. The scrutiny committee also needs to consider when it next wishes to review the outcome.

2.0 **Recommendations**

2.1 that Overview and Scrutiny Committee reviews Cabinet's recent response to the Neighbourhood Forum Task Group's recommendations.

2.2 that Overview and Scrutiny Committee sets a date for a future review of the recommendations.

Contact Officer:

For further information on this report please contact: Sandra Hancock,
Committee and Scrutiny Officer

Tel: 01923 278377 email: sandra.hancock@watford.gov.uk

3.0 **Detailed proposal**

3.1 At the last Overview and Scrutiny Committee councillors were informed that Cabinet had decided to set up a small working group to further discuss the task group's recommendations. The group comprised the Mayor and Councillors Collett and Cavinder, supported by the Head of Democracy and Governance and Committee and Scrutiny Support Officer (IM). Following a comment at Overview and Scrutiny Committee the Committee and Scrutiny Officer advised the Head of Democracy and Governance that councillors had requested that an opposition member was included in the working group.

- 3.2 There was one meeting of the working group which took place on 23 January 2017. The group proposed amendments to some of the task group's original recommendations, which were presented to Cabinet on 6 March 2017.
- 3.3 Cabinet reviewed the amended recommendations and considered revised copies of the protocol and guidelines. Cabinet's minutes and the revised protocol and guidelines are attached as appendices to this report.

Appendix

Appendix 1 – Cabinet minutes 6 March 2017

Appendix 2 – Protocol 2017

Appendix 3 – Guidelines 2017

Background Papers

None

File Reference

None

Report to Overview and Scrutiny Committee – 23 March 2017

Report of Cabinet 6 March 2017

Cabinet met on 6 March 2017. The minutes are published on the Council's website.

The following Members were present at the meeting:

Present: Mayor Dorothy Thornhill
Councillor Peter Taylor
Councillor Karen Collett
Councillor Stephen Johnson
Councillor Iain Sharpe
Councillor Mark Watkin

Also present: Councillor Nigel Bell
Councillor Kareen Hastrick

The following was agreed:

82 Neighbourhood Forums – follow up to Cabinet discussions on 5 December 2016

A report was received from the Committee and Scrutiny Support Officer following a meeting of a working group set up by Cabinet which was made up of the Mayor, Councillor Collett and the Head of Democracy and Governance, together with the chair of the Neighbourhood Forum Task Group, Councillor Cavinder.

The Mayor introduced the report and commented on the recommendations. She described how the working group had tried to avoid any situation when a councillor in a ward was isolated if they were the only party member in that ward, therefore it was recommended that all three councillors signed off on the funding. The Mayor also commented that it was not a fund for supporting big charities it was meant to help ward councillors to do little things in their ward for small local groups.

Councillor Collett highlighted that currently funding was given to organisations but the council did not get any feedback from the groups. Under the new proposals the councillors would be doing an assessment about how the money was spent and whether it was well received. There would be more advertising on the council's

website to direct residents' enquiries to ward councillors. The original task group had done a good piece of work; the working group had just tightened up on the guidelines and protocols.

Cabinet discussed the issue of members' interests in applications and the Committee and Scrutiny Support Officer confirmed that if a councillor had an interest in a group which would receive funding then it would be acceptable for only two councillors within the ward to sign the application.

The Mayor thanked Councillor Cavinder for chairing the original scrutiny task group on neighbourhood forums.

RESOLVED –

Cabinet approves the Neighbourhood Forum Task Group's recommendations as amended by the working group:

General

1. Continue Neighbourhood Forum funds and increase the amount to £3,000 per ward with effect from May 2018.
2. Focus future funding on local organisations and charities promoting grass roots groups and activities, rather than larger national charities with other funding streams at their disposal.
3. Rename "Neighbourhood Forums", "Neighbourhood Locality Funds".
4. Relaunch the funds using the Council's communications team, providing links to all relevant information on the Council's website including contact details for the appropriate ward councillors.

Guidelines

1. To approve the revised guidelines and protocol attached as appendices 3 and 4 clarifying:
 - o how often recipients can receive funding (normally not more than once a year, however the type of project, rather than the organisation, should be the guide)
 - o proportionality criteria (including guidance stating that funds should not be used to subsidise the activities of larger, formal charities, nor for individuals)

- o declaration of members' interests
- o expenditure during the purdah period
- o rules regarding donations to groups organising treats and outings
- o retrospective expenditure.

Process

1. Require all three ward councillors to formally agree funding proposals before being submitted to the Head of Democracy and Governance for approval (unless one on them has a conflict of interest when a minimum of two must agree.)
2. Officers to investigate the possibility of allowing Neighbourhood Forum funds to be carried over to the next financial year. Projects would need to be justified on a case by case basis.

Value for money

1. Encourage wards to minimise their administration costs for meetings in order to seek the most cost effective means e.g., utilising the Council's communications team and social media options, particularly in regard to advertising meetings.
2. Require recipients to complete a feedback questionnaire on their completed projects. Any funds not used for the specific purpose granted should be returned to Watford Borough Council. Any questionnaire should include an assessment by ward councillors about whether such events or organisations should be considered again in the future.



**WATFORD
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Neighbourhood Locality Funds - Protocol

The Council will establish 12 Neighbourhood Locality Funds (the Locality Fund).

The Area comprising a Locality Fund will be the Local Electoral Ward.

Membership of the Locality Fund will comprise the 3 elected councillors for the electoral ward.

Terms of Reference of the Locality Funds

- To engage with local residents, businesses and other community groups in their Ward.
- To promote the business of the Council and to undertake as they see fit consultation on Ward related matters.
- To manage a budget as allocated from time to time by the Council, for the purposes of meeting with residents, businesses and other community groups, and facilitating the enhancement the area and amenities of those living and working in the Locality Fund area. This could include providing grants for community projects, match funding, or carrying out small projects. The focus of the fund spend should be local organisations promoting grass roots groups and activities, rather than larger national charities with other funding streams at their disposal.

Calling of Meetings

A meeting may be called by no less than 2 elected councillors for the Locality Fund area signing and sending to the Head of Democracy and Governance formal notice of the calling of the meeting.

The notice will specify the name of the lead councillor for the purpose of organising the meeting and the proposed date, time and venue of the meeting, the intended subject matter and the estimated cost. If not signed by all 3 elected councillors for the area it will confirm that the third councillor has been notified of the intention to call the meeting and the date of that notification.

All notices must be given to the Head of Democracy and Governance no less than 10 working days before the date of the meeting to allow time for the meeting agenda to be published within the timescales under the Local Government Access to Information Regulations.

The lead councillor will be responsible for ensuring that any intended officers or outside representatives who are deemed necessary to attend the meeting are notified of the date and time and what they are expected to do, all appropriate publicity for the meeting and for the taking of the minutes of the meeting and that any reports are provided to the Head of Democracy and Governance for publication with the agenda no later than 7 working days before the date of the meeting.

It must be clear on any publicity that the meeting is a meeting organised by Watford Borough Council.

The lead councillor will also be responsible for arranging the booking of the venue for the meeting and notifying the Head of Democracy and Governance who he/she will be receiving an invoice from and the anticipated amount.

The lead councillor will after the meeting supply the Head of Democracy and Governance with a copy of the minutes for publication no later than 7 working days after the date of the meeting.

All Locality Fund meetings will be open to the public.

It will be for the elected councillors to decide how the business of the meeting is conducted.

Budget

Each year Council will allocate a budget to each Locality Fund.

It will be for the elected councillors to decide how the budget is spent subject to any specific instructions from Cabinet or Council.

The Head of Democracy and Governance will hold the budget for each Locality Fund and will send to each councillor a statement at the beginning of each month setting out what has been spent to date, any commitments the Council has been notified of affecting the budget and how much budget remains. The statement will only reflect items that have been reported to the Council, the onus is on councillors to tell the Head of Democracy and Governance as soon as practicable all items of expenditure.

Once the allocated budget has been expended no subsequent requests for expenditure will be approved and any activities the Locality Fund wishes to carry out will be at the expense of the elected councillors.

Should any money remain unspent at the end of the financial year then it will be lost, unless the elected councillors can make a case for a carry forward, which will be subject to the approval of the Head of Finance.

Payment for meetings

The lead councillor responsible for making the venue booking will notify the owner of the building to send an invoice to the Head of Democracy and Governance quoting the name of the Locality Fund and date of the meeting.

On receipt of the invoice the Head of Democracy and Governance will confirm with the lead councillor the amount agreed for the hire fee and that the date of the hiring is correct.

The Head of Democracy and Governance will then pay the invoice.

Payment for other items

Prior to committing the Council to spending any of their Locality Fund budget on items other than meetings the councillors must submit a proforma to the Head of Democracy and Governance for approval.

The pro forma must be signed off all of the councillors for the Locality Fund area, except where a councillor would have a conflict of interest, in which case at least two councillors from the Locality Fund area must approve the expenditure.

No project should be instigated if it will lead to the Council incurring ongoing revenue costs, unless previously discussed with the relevant Head of Service who has agreed that the ongoing revenue expenditure can be met from their existing budget.

The proforma will be forwarded to the Head of Service with responsibility for the provision of service most affected by the proposal for information, or approval where ongoing revenue expenditure is likely to be incurred.

In the latter case the Head of Service will notify both the elected councillors and the Head of Democracy and Governance of whether they can commit to the ongoing revenue costs within 21 working days of receiving it.

In the case of the project being likely to incur ongoing revenue costs the Head of Services decision will be final.

The Head of Democracy and Governance will raise an order and any invoice will be submitted to him/her for payment.

Should any invoice exceed the amount stated in the pro forma by more than 10% the Head of Finance and the councillors will be notified. If the final cost exceeds the amount left in the Locality Fund budget the councillors who signed off the pro forma will be required to fund the excess equally from their remuneration allowance.

Councillors are advised to discuss any proposed projects with the relevant Head of Service at the earliest opportunity to avoid disappointment and managing community expectations.

Retrospective applications are not permitted.

The Locality Fund must not be used for party political purposes.

Councillors should have regard to the Code of Conduct for Councillors, in particular the provisions relating to conflicts of interests

Please refer to the 'Neighbourhood Locality Funds – guidelines for expenditure of community funds' for further guidance about using funds for projects.

Annual Report

At the last Council meeting of the municipal year, each Locality Fund will present a report of its activities of the year, including details of its spending, meetings and projects.



Neighbourhood Locality Funds – guidelines for expenditure of community funds

1. Before agreeing a project the following factors need to be considered:
 - Is there sufficient budget available? (figures should be checked with democratic services)
 - Is the project likely to incur any ongoing revenue costs?
 - Has the relevant head of service been consulted if appropriate?
 - Is the cost of the project proportionate to the number of people who will benefit from it?
 - How long will it take for the project to be completed?
 - Have appropriate permissions been given if required, e.g., to undertake work on private land?
 - Does the project support a local organisation, grass roots group or activity?
 - Funds cannot be used to subsidise the activities of larger charities nor to fund an individual.

2. In most cases, all three ward councillors have to agree on a project and either sign the form or confirm to democratic services by email that they are happy for the project to be funded. Where a councillor has a conflict of interest in a project (see below), two of the three ward councillors must agree to the project.

3. Quotes for work must be obtained. To comply with the council's purchasing requirements, where the value is **£2,000 or under**, one oral quotation must be obtained (confirmed in writing where the total exceeds £500). Where the value **exceeds £2,000**, three written and meaningful quotations must be obtained.

4. It is acceptable for wards to decide to jointly fund a project if it crosses ward boundaries or will benefit the residents of the wards in question. Also, even if that is not the case, but a number of wards are supporting a similar initiative, e.g., alley clearing, consideration should be given to aggregating orders with other wards, where appropriate, to obtain best value. Councillors will also be required to explain how their project demonstrates value for money.

5. An application must be submitted to democratic services using the relevant application form (appendix A). **No work must be commissioned or funds committed until approval has been obtained.**

6. The fund cannot be used to support a project that has already taken place. The onus is on councillors to return the completed forms to Democratic Services in a timely manner to ensure a project can be supported.
7. To comply with the council's contract procedure rules, all orders need to be accompanied by an official order number which means that all orders for goods and services must be placed by officers using the electronic procurement system
8. Councillors must not make any direct verbal or telephone orders for goods, materials or work.

Conflicts of interest

9. Councillors should be aware of the code of conduct when commissioning work.
10. A conflict of interest is likely to arise if the councillor, or a member of his/her family, is likely to directly benefit from the project to which the money is to be spent to a greater extent than any other resident of the ward.
11. It is also likely to arise if the councillor, or a member of his/her family, is on the management committee of the body which is the recipient of the funding.
12. In any instance, where a councillor considers that he/she may have a conflict of interest, they should notify their fellow ward councillors and declare the nature of the interest to the democratic services manager and take no part in applying for funding.

Dos and Don'ts

13. In order to ensure that expenditure comes from the current financial year, councillors are encouraged to submit all applications for projects by the end of February. **No expenditure will be approved after a notice of election has been issued in any year and purdah has started.** This is to avoid councillors being accused of using their Locality Funds to promote themselves during an election.
14. Councillors are encouraged to spend their funds within each financial year. Should funds not be spent and a ward has a particular project in mind to fund that is likely to take more than their yearly allocation, they can make a request to the director of finance to carry forward the unspent funds for that purpose.

15. Financial statements will be completed and forwarded to councillors in April in time for the Neighbourhood Locality Fund Annual Report to be presented to Annual Council in May.
16. The amount of funds awarded to any particular project needs to be proportionate to the number of residents benefiting from the project, i.e. it would not be appropriate to spend a large proportion of the funds on a small group.
17. Councillors should **not** consider multiple applications for funding from one group. It is expected that a recipient should only receive funding once a year. This is to enable the funds to be spread across more groups. However if all members of the ward consider that a recipient has a worthwhile project that they wish to fund and the recipient has already received funding for another project then this will be accepted.
18. Funds should not to be spent on:
 - Catering (other than refreshments at meetings), as this could be viewed as “treating”
 - Outings, as this could be viewed as “treating”
 - Projects which will involve ongoing revenue costs/maintenance which is likely to fall to the council, except where approved by the appropriate head of service. Councillors are advised to make sure that when funding a group that the group has sufficient funds to meet any ongoing revenue costs/maintenance arising as a result of the project, to avoid repeated requests for funding
 - Party political purposes
 - As a reward
 - Cash donations to charities – any spend should be used to fund specific projects in the ward
 - Larger charities with other funding streams at their disposal
 - Individuals.
19. A separate form is available for meetings (appendix B). This must be completed and forwarded to democratic services before arranging Neighbourhood Locality meetings. The form must include the date, time and location of the meeting and an approximate cost. This form should be submitted before the meeting and before any costs have been incurred. Councillors are reminded that the council’s communication team can help with advertising meetings to help minimise expenditure.
20. Whilst it is acceptable to publicise projects in ward leaflets or newsletters, it must be made clear that the funding has come from the Neighbourhood Locality budget. It must not be attributed to any political party.

21. Councillors are required to adhere to the protocol for Neighbourhood Locality Funds and the council's contract procedure rules during each stage of the procurement of goods or services.

Feedback

22. Councillors will be expected to obtain feedback from any organisation that they allocate funds to on their completed projects. A feedback questionnaire (appendix C) is available to assist. Feedback should be used to assess whether such events or organisations should be funded in the future, and feedback should be used in the Neighbourhood Locality Annual Report.