



## Policy and Resources Committee 5 December 2016

### Community Support Grants

#### Purpose of report

To ask Members to consider and approve the recommendations of the Member Panel on awarding Community Support Grants for 2017-20.

#### Attachment

Appendix 1 – Evaluation criteria

#### 1.0 Background

- 1.1 At its September 2016 meeting Policy and Resources Committee approved a number of recommendations from the Member Panel (the Panel) appointed to review the current Voluntary Sector Grants scheme (minute 145 – 5/9/16 refers). The membership of the Panel was Councillors W Brackenbury, Boto and Hillson.
- 1.2 Overall there were few changes to the current scheme. In summary, they involved changing the name of the scheme to Community Support Grants; replacing the advice and information theme with a debt management theme; and focusing the counselling and support theme more towards services for mental health.

#### 2.0 Application process

- 2.1 The themes for the CSG 2017-20 are:-
- Debt management
  - Counselling and support
  - Community transport
- 2.2 The scheme was advertised on our website and through the main newsletter for the voluntary sector. Two applications were received for the debt management theme, two for counselling and support and one consortium-based application for community transport.
- 2.3 The evaluation process was two-fold. Firstly, each member of the Panel scored the applications against the approved criteria (Appendix 1 refers) and these scores were moderated at a meeting of the Panel. This first-stage process determined who would be shortlisted for stage 2. Stage 2 involved shortlisted applicants giving a presentation and discussing their proposals in more depth with the Panel.
- 2.4 All five applications received were scored at stage 1. The two applications to the debt management theme progressed to stage 2. One of the applications for the counselling and support theme did not score well at stage 1 due to the applicant's financial position. The applicant was offered a stage 2 interview but was made aware they were unlikely to improve their score due to the financial issues. The applicant agreed not to give a presentation at stage 2 but take up the offer of meeting with the Panel and officers to see where we can support them in improving their financial situation. The other application to the counselling and support theme progressed to stage 2. The consortium-based application to the community transport theme was the only one received for that theme. It progressed to stage 2 so the Panel could explore in more detail the proposals for additional work if more financial resources were available. This application was not scored at stage 2.

- 2.5 Each evaluation criterion for both stage 1 and stage 2 had weighted scores (Appendix 1 refers). To arrive at the overall (final) score each stage was made up as follows:-

	% of overall score
Stage 1 – Application	75
Stage 2 – Presentation	25

### 3.0 Evaluation scores and Panel’s recommendations on grant awards

- 3.1 The Panel’s scores for each applicant are set out below with the recommendations on grant award for each theme.

3.2

<b>Debt management theme</b>			
<b>Central &amp; East Northants CAB</b>		<b>Community Law Service</b>	
Application score (max 99)	84	Application score (max 99)	90
Average Presentation score (max 90)	86.33	Average Presentation score (max 90)	87
Overall score (weighted 75% application and 25% presentation)	84.58	Overall score (weighted 75% application and 25% presentation)	89.25
Panel’s recommendation	Award <b>debt management</b> theme grant to Community Law Service (Northampton and County)		

3.3

<b>Counselling and support theme</b>			
<b>Service 6</b>		<b>Rushden MIND</b>	
Application score (max 99)	88	Application score (max 99)	49
Average Presentation score (max 90)	80	Average Presentation score (max 90)	Not scored (refer to para 2.4 above)
Overall score (weighted 75% application and 25% presentation)	86	Overall score (weighted 75% application and 25% presentation)	N/A
Panel’s recommendation	Award <b>counselling and support</b> theme grant to Service 6		

3.4

<b>Community transport theme</b>			
<b>Serve and VA Oundle Consortium</b>			
Application score (max 99)	75		
Average Presentation score (max 90)	Not scored (refer to para 2.4 above)		
Overall score (weighted 75% application and 25% presentation)	N/A		
Panel’s recommendation	Award <b>community transport</b> theme grant to Serve and Volunteer Action Oundle consortium		

### 4.0 Community transport theme

- 4.1 The Panel had discussions with the Scrutiny Committee Panel set up to review public

transport in East Northants. A number of factors had been identified as part of the Scrutiny review. In the light of this applicants for the community transport theme were asked to set out what additional work they would do if more financial resources were available. It was noted that demand was likely to increase by virtue of both higher numbers of older people and the proposals for 7-day NHS hospital service delivery. In addition, petrol prices had increased in the period and were even more likely to do so in the next three years and whilst some driver-related costs were recovered from users, an increasing amount was likely to fall on the provider.

- 4.2 At its meeting 9th November 2016, Scrutiny Committee resolved to recommend to Policy and Resources Committee, as part of this report, that the grant for community transport be increased by £5K for 2017/18, with a further review for 2019/20 to see if demand had increased significantly (minute 258 refers).

## 5.0 Equality and Diversity Implications

- 5.1 Members were made aware at the previous meeting of this Committee that an Equality Impact Assessment had identified only positive impacts with these grants; importantly in the areas of rural isolation and socio-economic exclusion. The three grants contain provision for outreach work across East Northamptonshire, particularly in those areas of the district where people have difficulty accessing services.

## 6.0 Legal Implications

- 6.1 The Council is not under any obligation nor has any legal duty to provide Community Support Grants to any organisation.

## 7.0 Risk Management

- 7.1 There are no significant risks to the Council in relation to the recommendations of this report. However, failure to award these grants promptly and within the timeframe before 1 April 2017 could have financial implications for those organisations who have applied. This could impact negatively on their ability to provide services and on the Council's reputation.

- 7.2 The Council will manage the grants through individual Grant Agreements with each provider. These agreements will contain all of the terms and conditions, service specification and outcomes to be achieved. The grant agreements will contain provisions for dealing with under performance and default by the providers.

## 8.0 Resource and Financial Implications

- 8.1 Provision of £90,000 has been included in the 2017/18 draft revenue budget. This will be allocated to the grant themes as approved under minute 145 (5 September 2016):-

Grant theme	2017/18 £
Debt management	50,000
Counselling and support	20,000
Community transport	20,000

- 8.2 The grants will be paid in quarterly instalments as set out in each Grant Agreement. Payments will be allied to the quarterly monitoring meetings with each provider to ensure all of the targets are being met.

- 8.3 Provisions for years 2 and 3 of each grant will be included in the relevant financial year's budget planning cycles. Each Grant Agreement will make provision that funding is subject to the approval of the Council's budget each year.

8.4 Referring to section 4 above, the Committee is being asked to recommend to Full Council an additional £5K for the community transport theme for 2017/18.

## 9.0 Constitutional Implications

9.1 There are no constitutional implications arising from this report.

## 10.0 Customer Service Implications

10.1 The Community Support Grants will provide positive solutions for our local residents. They will recognise the diverse needs of the district's local communities and improve the quality of life and wellbeing of people using those services.

## 11.0 Corporate Outcomes

11.1 The Community Support Grants will contribute to our corporate outcomes as follows:-

- **A good quality of life** – all three grants support specialist services that help local residents in East Northamptonshire enjoy a better quality of life. This includes dealing with debt problems, helping with mental health problems and providing transport solutions for accessing important services.
- **Good value for money** – all three grants will focus on the achievement of specific outcomes relevant to their individual themes. Rigorous monitoring ensures that the performance expected by the providers is achieved. With the current grants (2014-17) performance has in many cases exceeded the targets agreed.

## 12.0 Recommendation

12.1 The Committee is recommended to

1. Consider the Equality Implications relating to this report (see section 5 of the report).
2. Approve the recommendations of the Panel to award the Community Support Grants for 2017-20 in each of the themes as set out in section 3 above.

*Reason: to continue with the implementation of the Community Support Grants as approved by this Committee.*

12.2 The Committee is requested to recommend that full Council:

1. Approves an additional £5K for the community transport theme grant as set out in section 4 and para. 8.4 above.

*Reason: to increase capacity in the community transport theme grant to meet the demands of the service in the future.*

<b>Legal</b>	<b>Power: Local Government Act 2000</b>				
	Other considerations: None				
<b>Background Papers:</b>	<ul style="list-style-type: none"> <li>• Reports relating to performance monitoring of the current Voluntary Sector Grants (2014-17) available on our website:  <a href="http://www.east-northamptonshire.gov.uk/site/scripts/documents_info.php?documentID=1470&amp;pageNumber=1">http://www.east-northamptonshire.gov.uk/site/scripts/documents_info.php?documentID=1470&amp;pageNumber=1</a> </li> <li>• Applications from the organisations applying for the grants held with Community Partnerships Team.</li> <li>• Original Equalities Impact Statement – held by Community Partnerships Team</li> </ul>				
<b>Person Originating Report:</b>	Mike Greenway, Community Partnerships Manager ☎ 01832 742244 ✉ <a href="mailto:mgreenway@east-northamptonshire.gov.uk">mgreenway@east-northamptonshire.gov.uk</a>				
<b>Date: 17 November 2016</b>					
<b>CFO</b>		<b>MO</b>		<b>CX</b>	

# COMMUNITY SUPPORT GRANTS 2017 TO 2020

## Stage 1 Evaluation Criteria and Scoring System

This evaluation criteria and scoring system relates to the application stage only. The following scoring mechanism will be used by all members of the panel to judge each applicant's proposals, around each category of the criteria.

Each category has a score out of 3. The scores are defined as:

- No evidence or demonstration = 0
- Some evidence but not developed fully = 1
- Evidence with some details = 2
- Clearly evidenced with detail = 3

Criteria:

<b>Evidence of need</b>	<b>Deliverability</b>	<b>Capacity</b>
Statistical profile / gap analysis	Achievement of outcomes	Robustness of budget
Consultation with users	Promoting the services across the district	Extent of match funding and other resources supporting the proposals
Target / priority areas identified	Potential risks identified	The organisation's background and experience in this area
Existing services in the district identified and complimented		Adequacy of organisation's financial reserves



# COMMUNITY SUPPORT GRANTS 2017 TO 2020

## Stage 2 Evaluation Criteria and Scoring System

### Preamble

East Northamptonshire Council intends to award three voluntary sector grants that will commence 1 April 2017 and terminate 31 March 2020 in the following themes:-

- Debt management
- Counselling and support
- Community transport

An application process was launched in September 2016, allowing organisations in the voluntary and community sector to apply setting out their proposals for how they would deliver against the outcomes required under the grant themes.

The applications were evaluated by a panel of councillors using a scoring system specific to stage 1. This has determined which of those applications would progress to stage 2 of the process.

This evaluation criteria and scoring system relates to stage 2.

Criteria developed to evaluate the presentations and discussions each applicant will give to the panel as part of stage 2 is set out below.

The following scoring mechanism will be used by all members of the panel to judge each applicant's presentation and discussion, around each criterion.

Scoring Mechanism		
Score	Level	Details
0	<b>Unacceptable</b> – completely fails to meet the required standards	The applicant cannot demonstrate at all that their application meets the requirements of the criterion. Does not comply and / or insufficient information provided that the applicant has the ability, understanding, experience, skills, resources and quality measures required to provide the services, with little or no evidence to support the response.
1	<b>Major reservations</b> – significantly fails to meet the required standards	Considerable reservations of the applicant's relevant ability, understanding experience, skills, resources and quality measures required to meet the criterion, with little or no evidence to support the response.
2	<b>Some reservations</b> – meets required standard in some aspects but fails in most	Some reservations of the applicant's relevant ability, understanding experience, skills, resources and quality measures required to meet the criterion, with little or no evidence to support the response.
3	<b>Acceptable</b> – meets required standard in most aspects but fails in minor areas	Proposals meet the required standards in nearly all major aspects, but are lacking or inconsistent in some aspects. Some evidence to support the response.
4	<b>Good</b> – meets the required standard	Satisfies the requirement. Demonstration by the applicant of the relevant ability, understanding, experience, skills, resources and quality measures to provide the services, with evidence to support the response.
5	<b>Excellent</b> – meets the required standard in full plus offers potential added value	Very clear demonstration by the applicant of the relevant ability, understanding, experience, skills, resources and quality measures to provide the services, with strong evidence to support the response.



## Criteria

<b>Criterion 1 – Service development</b>				
<b>No</b>	<b>Component</b>	<b>Standard required</b>	<b>Weighting</b>	<b>Max Score</b>
1-1	How will the proposals ensure people can access the services being offered?	<p>The proposals demonstrate that:-</p> <ul style="list-style-type: none"> <li>• All available media channels have been explored and arrangements are in place to use them regularly.</li> <li>• The need for a communications plan/strategy is identified and how this will be achieved.</li> <li>• Key material that will promote the service is detailed and the outlets identified for distribution.</li> </ul>	3	15
1-2	How will the service develop and improve over the 3-year grant period?	<p>The proposals demonstrate that:-</p> <ul style="list-style-type: none"> <li>• Regular and structured user consultation will be undertaken and the findings used in service development</li> <li>• Gap analysis will be undertaken at specific intervals during the 3-year period and inform service development</li> <li>• The quarterly monitoring information with ENC will be used to inform service development and resource allocation.</li> </ul>	3	15

<b>Criterion 2 – Working in partnership</b>				
<b>No</b>	<b>Component</b>	<b>Standard required</b>	<b>Weighting</b>	<b>Max Score</b>
2-1	How will the applicant work with others providing similar or complimentary services?	<p>The proposals demonstrate that:-</p> <ul style="list-style-type: none"> <li>• Consultation has taken place with other organisations to identify any partner working arrangements</li> </ul>	2	10

		<ul style="list-style-type: none"> <li>Referral arrangements are in place with partner organisations</li> <li>Work/services are not duplicated between partner organisations</li> </ul>		
2-2	How will the applicant work with ENC teams to deliver the required outcomes?	<p>The proposals demonstrate that:-</p> <ul style="list-style-type: none"> <li>Consultation has taken place to identify any partner working arrangements</li> <li>Established links already in place are strengthened</li> </ul>	2	10

### Criterion 3 – Capacity

No	Component	Standard required	Weighting	Max Score
3-1	How will external funding support the grant proposals?	<p>The proposals demonstrate that:-</p> <ul style="list-style-type: none"> <li>External funding has been secured for East Northamptonshire</li> <li>Loss of external funding will not effect the delivery of the proposals</li> </ul>	3	15
3-2	How is the applicant going to deal with risks?	<p>The proposals demonstrate that:-</p> <ul style="list-style-type: none"> <li>Material risks that could affect the services provided are identified and systems in place to mitigate against them</li> </ul>	2	10

### Criterion 4 – Geographical coverage and outreach

No	Component	Standard required	Weighting	Max Score
4-1	How will the applicant ensure district-wide coverage of the services?	<p>The proposals demonstrate that:-</p> <ul style="list-style-type: none"> <li>Outreach services are in place for ease of access to services for rurally isolated service users</li> <li>Access to services are monitored and adapted to fit the needs of the service users</li> </ul>	3	15