

Report of the Director of Environment & Sport to the meeting of Bradford South Area Committee to be held on Thursday, 28 March 2013.

BK

Subject:

Big Local – Scholemoor and Lidget Green

Summary statement:

The report informs Bradford South Area Committee on progress to develop the Big Local – Scholemoor and Lidget Programme.

Ian Bairstow
Director of Environment & Sport

Portfolio:

Corporate

Report Contact: John Breen
Bradford South Area Co-ordinator
Phone: (01274) 431155
E-mail: john.breen@bradford.gov.uk

Overview & Scrutiny Area:

Corporate



Suzan Hemingway, City Solicitor

1. SUMMARY

- 1.0 The report informs Bradford South Area Committee on progress to develop the Big Local – Scholemoor and Lidget Programme.

2. BACKGROUND

- 2.1 Big Local is an exciting opportunity for residents in 150 areas, in three waves of which Scholemoor and Lidget Green are in the second, around England to use at least £1m over 10 years to make a massive and lasting positive difference to their communities. It works in Councils and other key stakeholders to develop a partnership approach to bring together all the local talent, ambitions, skills and energy from individuals, groups and organisations who want to make their area an even better place to live.
- 2.2 A report “Big Local – Scholemoor and Lidget Green” (Document L) was presented to Bradford South Area on 26 July 2012 which outlined the initial programme of information sessions with local people, the development of a brief for the “Getting Started Funding” and the authorisation of Bradford CVS, working with CNet to deliver the programme funded by the “Getting Started Funding”. This report contains brief summary of the delivery work carried out by them so far under the Getting Started programme.
- 2.3 Bradford CVS, working with CNet, engaged a consultant, under the Getting Started Programme, to produce the Community Profile and a Community Plan. The Consultant with a small team of locally recruited volunteer researchers has conducted interviews with a range of individuals and groups. The statistical survey, information from questionnaires and interviews, will identify issues, concerns, challenges and opportunities to inform the Community Plan. The Community Profile has now been submitted to the Local Trust nationally for approval and can be accessed through the website <http://salgbiglocal.weebly.com> .
- 2.4 In addition community organisations, including the Children’s Centres (Farnham, 29 August; and Lidget Green, 27 September) , schools , churches, temples and mosques, community centres including the Khidmat Centre, 10 October; Scholemoor Community Centre, 19 November and sports groups were approached to help undertake out questionnaire surveys of their communities. Young people were also engaged in this process with support of staff in the Council’s Youth Service.
- 2.5 A range of community events have been organised including the Big Local Roadshow which involved a team touring the area during October on a bus to engage people where they live. Newsletters giving updates on the project and its development have been distributed as have Big Local information leaflets. A Scholemoor and Lidget Green Facebook Page has been created with photographs and upto date information.
- 2.6 In November local schools were invited to take in a competition to develop a name, logo and a strap line for Big Local Scholemoor and Lidget Green Project. In January 2013 the Community Board considered the entries and following recommendations

that this Big Local be called Greenmoor Big Local (serving Scholemoor and Lidget Green).

- 2.7 Whilst consultations and community engagement processes were being undertaken, work was also being carried out to form the Community Partnership Board. Earlier in the year it had been decided that the Big Local – Scholemoor and Lidget Green Community Partnership Board would comprise of between 10 - 15 local residents and that the Board would be recruited through an interview process. For this process an independent panel was established which was made up of representatives from Bradford CVS, Bradford CNet, Bradford South Area Co-ordinator's Office, and a representative from Big Local. In November the appointment process was agreed, publicised and applications were received. Following interviews 8 local people were appointed to the Community Board. The process was repeated in December and a further 6 local people were appointed to the Community Board. So far fourteen members have been appointed through this process with a further applicant to interview.
- 2.8 The Board were introduced to the community at a public meeting held on 16 January 2013 at the Ukrainian Centre, Legrams Lane. The Board met on 26 January to elect a Chair and Vice Chair. Sub Groups, a Business Forum and an Environmental Forum, have also been formed. They also decided that the Board should be called a Community Board. The Board have developed draft Terms of Reference (Appendix 1) which will be considered for approval at a public meeting on 21 March 2013. This document is also available on their website <http://salgbiglocal.weebly.com>
- 2.9 This has completed the work funded through the "Getting Started Funding" and the next stage will be to further develop the Community Board and the Programme. An application for Big Local Pathway funding has now been made to the Local Trust nationally for this further work (Appendix 2).
- 2.10 The Board are now working on the Community Plan which, when approved, will be implemented with support from a "Local Trusted Organisation". The Community Board are also developing the brief for the appointment of the "Local Trusted Organisation", and are to invite expressions of interest.
- 2.11 Further consultation and community activity is ongoing and Bradford South Area Co-ordinator's Office is continuing to provide advice and support as appropriate.

3. OTHER CONSIDERATIONS

There are no "Other Considerations"

4. OPTIONS

- 4.1 That Bradford South Area Committee adopts the recommendations outlined in this report.
- 4.2 That Bradford South Area Committee adopts the recommendations outlined in this report, with amendments.
- 4.3 That Bradford South Area Committee decides not to accept the recommendations outlined in this report.

5. FINANCIAL & RESOURCE APPRAISAL

5.1 Financial

Big Local Lottery Funding of £1,000,000.00 over 10 years has been allocated through the Local Trust to deliver an agreed Community Plan. In addition £20,000.00 has been allocated for the Getting Started element which supported the formation of a Community Board and the development of the Community Profile. An application for a further £20,000.00 has been made for Big Local Pathway funding.

5.2 Staffing

Support is provided by a Local Trust Representative and by Bradford South and West Area Co-ordinators' Offices from within existing resources.

6. RISK MANAGEMENT AND GOVERNANCE ISSUES

6.1 There are no significant risks arising out of the proposed recommendations in this report.

6.2 The governance of Big Local will be through a Community Board. Work to develop the Community Board has been completed. The community members appointed are residents, but once Terms of Reference are approved may include people from organisations involved with the Big Local area.

7. LEGAL APPRAISAL

7.1 This work relates directly to the Local Government Act 2000 and to the Duty of Well-being placed upon the Council to promote and improve the well-being of the District.

8. OTHER IMPLICATIONS

8.1 EQUALITY & DIVERSITY

8.1.1 It is anticipated that, whilst the governance of this funding is not the responsibility of Bradford Council, projects and schemes supported will promote fairness and inclusion while supporting Bradford South Area Committee's commitment to equal opportunities for all.

8.2 SUSTAINABILITY IMPLICATIONS

8.2.1 It is anticipated that the resources available to Big Local – Lidget Green & Scholemoor will support priorities within the Bradford South Area Committee Action Plan 2011-14 and the District's Sustainable Community Strategy.

8.3 GREENHOUSE GAS EMISSIONS IMPACTS

8.3.1 It is anticipated that greenhouse gas emissions and wider environmental impacts will be a consideration in assessing activities.

8.4 COMMUNITY SAFETY IMPLICATIONS

- 8.4.1 Community safety issues are acknowledged as a key contributor to the quality of life in neighbourhoods. It is anticipated that activity generated through these resources will have a positive impact on community safety issues across the Big Local – Scholemoor & Lidget Green area.

8.5 HUMAN RIGHTS ACT

- 8.5.1 There are no human rights implications arising from this report.

8.6 TRADE UNION

- 8.6.1 There are no implications for Trade Unions.

8.7 WARD IMPLICATIONS

- 8.7.1 The area covered by Big Local falls largely within the Great Horton Ward with the balance being in City Ward.

8.8 AREA COMMITTEE ACTION PLAN IMPLICATIONS

- 8.8.1 It is anticipated that the Big Local Greenmoor Community Plan will support priorities in this area which will contribute to addressing priority issues within the Bradford South Area Committee Action Plan 2011-14.

9. NOT FOR PUBLICATION DOCUMENTS

- 9.1 None.

10. RECOMMENDATIONS

- 10.1 That Bradford South Area Committee welcome progress made to establish the Community Board and develop the Community Profile
- 10.2 That Bradford South Area Co-ordinator's Office continue to work with the Big Local representative, the Community Board, local organisations and the local community to support development and implementation of the Greenmoor Big Local Programme covering Scholemoor and Lidget Green.
- 10.3 That the Bradford South Area Co-ordinator presents reports to future meetings of Bradford South Area Committee on future development and implementation.

11. APPENDICES

- Appendix 1 – Draft Terms of Reference
Appendix 2 – Big Local Pathway funding application

12. BACKGROUND DOCUMENTS

- “Big Local – Scholemoor and Lidget Green” (Document L), Report to Bradford

“GreenMoor Big Local Community Partnership”
(Draft Terms of Reference)
How the Big Local Partnership in
GreenMoor Big Local (serving Scholemoor and Lidget Green) will work

PART ONE

1. Background

This document describes the GreenMoor Big Local Community Partnership and how it works.

2. The Organisation

The organisation is known as the “GreenMoor Big Local” referred to in this document as the “Organisation”.

3. Area of Benefit

The area of benefit is indicated on the attached map. *(Boundaries are not negotiable but any projects that may fall on the fringes of the boundary but benefit large number of residents of the area of benefit then they may be considered)*

4. Aim and purpose

The aim of the Partnership is to develop Scholemoor-Lidget Green as a thriving community, taking full advantage of the support offered through Big Local.

This will be achieved by:

- A. Establishing a vision through talking to people that live and work (including volunteering) in the area, to address the issues they identify and by recording how they would like the area to look and feel in the future. This also includes talking to local organisations, agencies and service providers. The vision will be formed into a Community Plan.
- B. Reviewing the vision over the 10 years and the Community Plan as required.
- C. Acting as a catalyst for the area to build community involvement and use the strengths to tackle problems.
- D. Agreeing priorities for the funding to address the issues.
- E. Managing use of funding to achieve the aims of the Community Plan.
- F. Building capacity of the Partnership and of local communities.
- G. Sharing learning with other Big Local areas
- H. Being locally accountable for the decisions made.
- I. Assessing and reporting on the impact of the use of funding to the wider community.
- J. Reviewing annual progress towards achieving the aims of the Community Plan.

5. Operations

The operations and work of the Partnership shall include:

- A. Promoting Big Local and ensuring a widespread awareness and understanding of the programme throughout the area of benefit.
- B. Working with all sectors of the wider community for further consultation and engagement (*residents that reflect the Ward, employers, voluntary and charity sector, local authority, schools, and key partners e.g. Yorkshire Water – In communities – Health – Police – Fire and Rescue Service – Clinical Commissioning Groups –Private landlord associations etc.*) regarding development within the area of benefit.
- C. Engaging with all sections of the area to involve them in the Partnership in different ways.

- D. Producing a shared vision for the area, based on the feedback from the engagement process.
- E. Producing a Community Plan that reflects the requirements of the vision.
- F. Initiating projects to deliver the Community Plan.
- G. Funding applications from suitable organisations and individuals that address the aims of the Community Plan and using a range of methods to make long term effective investment of big local funding.
- H. Using an appropriate nominated support body to administer the distribution of funds.
- I. Set up a way to assess the benefits and impact of the Community Plan initiatives.

6. The Guiding Principles

- At all times the Board will be mindful of the following principles:
 - A. Building the Board into an effective working team that makes use of the mix of skills, experiences and interests and ensures appropriate training to enable effective decision making.
 - B. Ensuring continuous and thoughtful involvement of local people.
 - C. Ensuring that all the different sections that reflect the wider community and geographical areas are involved.
 - D. Involving Great Horton and City ward councillors to encourage their active support and participation.
 - E. Applying principles of equal opportunity and integrity.
 - F. Complying with the criteria on the makeup of the board and ensuring the task groups that provide expert advice for the board include relevant individuals.
 - G. Facilitating the involvement and use of volunteers.
 - H. Consulting with and keeping local communities informed of progress and being open and transparent about the programme.
 - I. Using funding so it always represents good value for money.
 - J. Accepting there will be conflict and disagreements and commit to address these in a constructive way.
 - K. Listening to all points of view and respecting them.
 - L. Reflecting on achievements and sharing lessons for the future.
 - M. Playing your part by developing good relationships within the team.
 - N. Supporting and respecting each other.

7. The Partnership

The partnership is responsible for guiding the overall direction of Big Local in our area, but is not expected to be or become a legally incorporated body. The Partnership is a three tier structure, the component parts being;

- a. The Scholemoor-Lidget Green Big Local Membership (Community Partnership Board)
- b. The Scholemoor-Lidget Green Community Board (Community Board)
- c. The Scholemoor-Lidget Green Community Board Technical Advisors

Members of all the above groups constitute the partnership of the organisation and are hereinafter referred to as the "Partnership" in this document.

a. The Scholemoor-Lidget Green Big Local Membership

This membership will be made up of all residents, representatives from local businesses, agencies, service providers, and voluntary and statutory sector organisation in the area of benefit. Individual membership of the Partnership is open to all individuals **who either live or work (including volunteers)** in the area of benefit and they are considered a member of the Partnership unless they say otherwise.

Purpose

The overall purpose of the Membership is to get involved and generally contribute to achieving the aims of the Community Plan. There are a variety of ways to do this:

- A. As a Friend of Big Local Partnership. As a Friend (volunteer) you give as much or as little time to support the Partnership in lots of different ways e.g. helping out at an event, delivering leaflets, giving feedback on ideas, sit on a task group and encourage your community group to get involved in Big Local. This membership will also include residents, representatives from local businesses, agencies, service providers, and voluntary and statutory sector organisation in the area of benefit. (Community Partnership Board)
- B. Board Member – voting member taking expert advice, offering own contribution and making a collective decision on how the money will be spent to best change the area for the better. (Community Board)
- C. Task Group – headed by board members – tasked with a specific job to find information about a specific subject, listen to experts (Technical advisors), agencies, service providers, and other stakeholders and residents with knowledge of the subject and summarise this and present it to the board so they can make informed decisions.

b. The Scholemoor-Lidget Green Community Board

The Community Board is the decision making body of the Partnership. It is a core group of members who make key decisions within the wider Partnership. (hereinafter referred to as the Community Board)

Purpose

The job of the Community Board is to ensure the activities and operations of the Partnership, set out in section 4 and 5, are carried out effectively and efficiently, and that the organisation achieves its aim and purpose whilst giving consideration to the Principles in section 6.

Community Board members will chair the task groups and these will also be made up of

the wider membership.

They will vote on how to spend the funding but they do not actually hold the money. This is undertaken by the Local Trust (or a nominated support organisation). The Local Trust will be working with a local trusted organisation(s) that will ensure that funding decisions and procedures meet the requirements of Local Trust to ensure transparency, accountability and best practices. This means that no individual (as part of the Board decision-making body) will be legally liable in any way. The Board will have in place Terms of Reference and working arrangements.

The Local Trust will need to approve the Community Plan and the on-going work of the Community Board and can withdraw its support at any time if it believes the Board is not adhering to the guidelines set out in this document.

The Community Board will keep the wider partnership informed of the developments, projects considered and progress of community plan in partnership meetings to be held at least twice a year.

The Community Board could consider an appointment of a part time staff to assist the Board – depending upon the type and amount of administrative support provided by the trusted organisation – The post holder would not be entitled to vote at meetings.

c. The Community Board's Technical Advisors (and Task Groups)

These are non-voting members of the Partnership (unless they are also a Board member or live or work in the area and can vote at the AGM) who will be asked to make representations to the Board through a Task Group as they possess skills and/or expertise that the Board can utilise. They can be appointed by the Community Board as needed.

It is hoped that individuals with specific expertise and the key stakeholders and partners who work across the area and more widely to deliver initiatives for an improved community will offer their expertise as Technical Advisors. The residents and organisations will be kept informed of the Community Plan and this may offer opportunities to develop appropriate initiatives to address the issues. Examples: Police, voluntary groups, Faith organisations, health organisations etc. Young people could act as advisors but may need an advocate to support them in this.

Purpose

The technical advisors support the Partnership by offering their expertise to aid the Board to make informed decisions) whilst being mindful of compliance with legislation and statutory guidance.

The Partnership will be able to establish task groups to perform specific, time limited tasks. Any member of the Partnership maybe on a task group, in addition to any individual or organisation co-opted for their particular skills, knowledge or experience deemed to be appropriate to the task-group's remit. Each task group will report back to the partnership in the form of a short report. Occasionally task groups may be given a budget to perform their task. They will produce a full account of their expenditure with receipts and not spend more than has been allocated to them.

The Board can also commission an organisation to provide a practical support service for it's on- going Board operations as specialist advisors.

8. Membership of the Community Board

The aim is to achieve a membership of the Board that reflects the population profile of the area and which includes representations from all five zones in the area. Any proposal for the inclusion of new Community Board members will be considered in light of achieving this aim. There will be no payment as a board member, however necessary expenses will be considered subject to circumstances.

Voting membership of the Community Board is open to anyone who lives in the area of benefit and shares the aims of the Partnership and is at least 16 years of age. Voting members of the Community Board shall be appointed according to the following criteria:

Resident voting members

15 voting resident members shall be appointed from across the area of benefit. They will constitute the Community Board. The area has been divided into five zones and the recruitment will ensure that whenever possible there are adequate proportional representations from all five zones covering the whole area.

While Board members may come from different neighbourhoods of the Big Local area, they will be making decisions for the benefit of the whole area and not just representing their own part of the area or own group.

Other members

The following shall be co-opted members of the Community Board without voting rights:

- 3 Ward councillors
- 4 co – opted people from any public, private, volunteering, community or faith sector and to be decided by the residents. This helps to move away from organisations but capitalises on individuals skills and enables the residents to take responsibility for who they need to fill skills gaps. They could be from underrepresented groups e.g. women, young people, people with disabilities, east European etc.

Individual membership or the co-opted membership of the Community Board may be terminated by the rest of the Community Board on the grounds of a member acting against the aims of the Organisation or bringing the Organisation into disrepute.

Any Board Member who misses two consecutive meetings without reasonable excuse may have their Board membership terminated. However, the Board would invite the member for clarification and explanation of their absences before making a final decision.

All members will be expected to undertake training and team building as part of the role. Once formed the Community Board will identify on-going support and training needs and establish a code of conduct.

In the first instance when the new Community Board is established and following a period of training then a required number of officers (e.g. Chair, Secretary etc.) shall be elected by the Community Board to service the Board and then subsequently by the Community Board after the Annual General Meeting. They shall act as Officers of the Partnership and of the Community Board and must themselves be voting members of the partnership. Their term of office shall last a maximum of 12 months, but they will be eligible to be re-elected at the Annual General Meeting

Members of the Partnership can hold the Community Board to account, via the Chair, during the year, or at their Annual General Meeting –

9. Forums and Working Groups

The Community shall set up forums and working groups made up of resident members to work alongside the Board – The intention is to set up a Business Forum, Agency Forum, Youth forum/Special interest forums, Elderly forum and Working Groups for tasks set out by the Community Partnership and the Community Board.

10. Recruitment of Board Members

An initial recruitment of Board members will be carried out through a selection process conducted by an independent recruitment panel. Information for these vacancies will be relayed to the community throughout the area of benefit by advertising, leafleting, at all Big Local information giving sessions, area neighbourhood meetings, and through community engagement. Fifteen members will be appointed to serve the Community Board through this process.

Interested candidates, who must be residents in the area of benefit, will be supported to get involved. They will be required to submit a completed application form and attend the recruitment process before being selected. The recruitment process will be designed with guidance from the Big Local Representative.

All people applying to be on the board must demonstrate they will keep to the guiding principles within this document.

Once established the existing board can assess future nominations to ensure the resulting new membership will fairly represent all sections of the community. Those applying must want to serve the community and not use their personal agenda to make decisions.

11. Annual General Meetings.

The inaugural AGM will be called by the Community Board within eighteen months of the Board being established and thereafter within 15 months of the last AGM. The Secretary shall give at least 21 days public notice of the Annual General Meeting. Only residents of the area of benefit will be entitled to vote at the Annual General meeting.

At each of the first three Annual General Meetings a third of the community board (five out of the fifteen) shall stand down or stand for re-selection. New candidates and those existing members who wish to be considered for re-appointment will be interviewed and be selected for appointment by an independent recruitment panel. The process shall be as follows:

- (a) Four weeks before the AGM the Community Board, through an agreed process amongst themselves, will choose a third of their members who shall retire or stand for re-selection. The Board will include any vacancies created by members retiring before the end of their term.
- (b) a recruitment drive will be organised by the Community Board as deemed necessary.

- (c) The recruitment process will be conducted and completed by an independent recruitment panel within the four week period. This panel will be appointed by the Community Board.
- (d) Successful candidates who are selected will be presented at the AGM.
- (e) All successful candidates will serve for a term of three years before they are replaced or reappointed.

The Annual General Meeting shall include:

- A. Receiving the Annual Report of the Chair to include the current funding situation.
- B. Presentation of the Big Local Community Plan to the Partnership members and progress of delivery.
- C. Presentation of new Community Board Members
- D. Four members will be co-opted on an annual basis. (as per 8 above) The Board will invite nominations for co-options and will confirm their election at their AGM or at their first Board meeting.
- E. Bradford Council will be invited to nominate three ward Councillors on the Board.
- F. After the first AGM held as above, all future AGM will be held within 15 months of the last AGM. At the AGM all the items referred to above will be included in the agenda. A third of the Community Board will go through the election/selection process annually to elect or select five retiring Board members or any vacant positions.
- G. The Community Board at their first meeting after the AGM will elect the required number of officers to service the Board (e.g. Chair, Secretary etc.)
- H. Community Board members can co-opt a new member if an existing member leaves before the 1 year period from a reserve list or a person that will ensure fairer representation of the communities.
- I. Any issue for consideration at the Annual General Meeting must be submitted to the Secretary no later than 21 days prior to the date of the meeting

12. Voting

All members of the Community Board and Partnership Board have one vote. All Community Board decisions shall be taken on the basis of a consensus of all those present. In the event that a consensus is not possible in a reasonable time, the voting members shall be required to take a vote on the matter involved. In the event that a vote is tied, the Chair (or Vice Chair when Chair not present) shall have the casting vote. Only residents of the area of benefit will be entitled to vote at the Annual General meeting or the Community Partnership meeting. The quorum for the Community Partnership meeting would be at least 25 residents. The quorum of the Community Board would be a third of its voting members.

13. Meetings and Attendance

- A. The Board will try to support anyone with any particular needs to ensure their full participation in all meetings
- B. Minimum number of meetings per annum is 1 every 2 months.
- C. Any member of the Board with 1/3rds of the Board's agreement can call an extraordinary meeting.

All meetings will be open to the public. Specific exceptions to this will occur where confidentiality is needed. In addition to the Community Board meetings, of which there will be at least one every 2 months, the Partnership will hold an Annual General Meeting, and at least two meetings during the year, in order to raise awareness of Big Local and to update the wider community on progress. When a vote is taken at a meeting of the Community Board the matter shall be decided by a simple show of hands or by a secret ballot as is appropriate. Residents and Interested parties living or working in the area of benefit can attend to observe some of the open meetings and would be able to ask questions at the end of each meeting provided they would send in their questions at least a week prior to the meeting.

There shall be a quorum when at least third of the voting members are present. All members of the Community Board shall be sent notice of all meetings at least 14 days in advance of such meetings unless when there is urgent business, shorter notice may be given in agreement with the Chair. Ordinary members may request to be notified of meetings.

The Agenda will be determined by the Chair (with input from other board members) and distributed not less than one week prior to each meeting, with previous minutes, reports and any other relevant papers attached.

The Annual Meeting shall be publicised across the Big Local area. Wherever possible, any issues or concerns that members have between meetings should be raised first through the Chair.

14. Process and Procedures documents.

The Board will produce the following documents for an efficient and transparent running of the business of the Community Board.

- (a) Process and procedure document covering all aspects for receipt, assessment, and recommendations of project applications and its financial procedures.
- (b) A Confidentiality policy, a Code of Conduct policy, and any other policies as required by the Board.

15. Declarations of interest

At the beginning of every meeting of the Board, AGM or task-groups, members will be required to declare any direct or indirect financial and other interest they have in any agenda item being discussed at that meeting and may be asked to leave the meeting during a vote

16. Resolution of disputes.

Any member who feels they have not been treated fairly or has a complaint about proceedings should raise the matter at a Community Board meeting, or separately with the Chair informally, or if the issue is related to the Chair then separately with the Vice Chair. Additionally the Big Local representative can hear disputes in the first instance. Complaints passed the point of informal discussion should be put in writing in advance of the Community Board meeting. If the dispute is unable to be resolved at the Community Board meeting then it needs to be escalated and mediation with an independent person or organisation shall be used as a dispute resolution technique.

17. Alterations to the Terms of Reference

These Terms of Reference may be altered by ratifying at the Community Board AGM or if it can't wait at an Extraordinary General Meeting by a majority of votes.

PART TWO

OPERATIONAL AND PROGRAMME MANAGEMENT

Role of the Big Local Partnership

The role of the Partnership Board would be to agree a shared Big Local vision, create a Big Local Plan and oversee its delivery, assess, review, prioritise, agree and make decisions on projects submitted to them, collect evidence showing how the plan is progressing and reviewing the Plan and partnership to ensure that it is working in the best way possible.

Administrative and Operational Responsibilities.

1. Once the Board is in place and becomes operational it will enter into an agreement with the Big Local and sign a Memorandum of Agreement to carry out their tasks. This memorandum will be updated and signed annually as part of the annual review process.
2. The partnership will make overall decisions about how to spend the money – but it will not actually ‘hold’ or distribute the money.
3. Once the Big Local Plan has been created and the Partnership has decided as to how it wishes to allocate the funds then it will nominate a local trusted organisation to administer part or all of the distribution of our £1m. The money will then be transferred by the Big Local to the area via the locally nominated trusted organisation to meet our immediate needs, based on our area’s Big Local Plan.
4. The locally trusted organisation will then administer and account for the distribution of funding locally, as directed by the partnership.
5. The selected local trusted organisation is expected to have expertise and experience in running similar kind of programmes e.g. If our area is going to run a grants programme, then the selected local trusted organisation will need to have run a similar grants programme before and already have the systems and procedures in place to manage this work.
6. The Locally Trusted Organisation/s will be under contract directly with Local Trust. The basic key responsibilities for the local trusted organisation include:
 - distributing Big Local funds using the criteria determined by our partnership
 - working with the partnership to agree processes for distributing the funding and making sure that the partnership is kept informed of decisions relating to the funds
 - ensuring that funding decisions and procedures meet the requirements of Local Trust to ensure transparency, accountability and best practices
 - reporting, as required, to the partnership and/ or Local Trust.
7. Big Local partnerships are not expected to carry out much operational activity and it is the ‘locally trusted organisations’ rather than Partnerships which will receive funds from Local Trust. In this sense the locally trusted organisations are liable, with Local Trust, for use of the funds, i.e. if theft of funds occurred either Local Trust and/or the locally trusted organisation would be liable. Local Trust will do an assessment on each organisation that they will fund directly, and will have a funding agreement with them around liability.

Big Local pathway funding proposal

Green Moor Big Local
Partnership
Bradford

Accessing funding before your area creates a Big Local plan

Overview of what is available

Each area's journey through the first few steps of the Big Local pathway will be different – including the strategies and resources you use and the time it takes. Some financial resources are a necessary part of the journey through steps 1- 4 of the pathway. The first wave of Big Local areas are using Getting People Involved funding and the second wave of Big Local areas can access Getting Started funding. After your area's Big Local plan is created and endorsed (step 4), then your area can access the £1m to begin delivering your plan (step 5).

Funding available for:	Amount	Frequency	Source
Maintaining momentum, or developing a resident-led Big Local plan or establishing a Big Local partnership before your Big Local plan is created	Up to £18,000	Once	From your area's £1m
Creating your Big Local plan	£2,000	Once	Local Trust – in addition to your area's £1m

Accessing £18,000 of your area's £1m before your Big Local plan is finished

Moving at the pace that's right for your area is important. If your area needs more time to move through the pathway in order to develop a Big Local plan that is owned and led by people locally and/or a Big Local partnership, we want to make available some of your £1m to support you. We hope this will help areas maintain momentum developed through the early steps of the pathway, before a formal Big Local plan is finalised.

So, if your area needs some additional funding before your plan is agreed you can access up to £18,000 from your area's £1m. This funding is available to help your area continue progressing through the Big Local pathway, and areas can decide how best to use the resources for this purpose.

£2,000 in addition to your £1m to create a Big Local plan

In addition to this, and to help make sure each area has some funding for this work should you need it, £2,000 is available to each area for creating a Big Local plan. This funding is in addition to your area's £1m.

How to request this funding

To access funding, your area will need to submit a brief proposal detailing how much money is needed, how the funding will be used, what will result and how this will help your area progress along the Big Local pathway.

We have outlined the key questions your proposal should respond to below and have provided a form to guide you. Keep in mind that this proposal isn't just for Local Trust, it should be used so that people locally have a good sense of how you're going to use the money and what will be accomplished.

Before your Big Local plan is in place (and formally endorsed by Local Trust) your area can submit a proposal for either all or some of the £18,000 in funding.

Speak with your rep about your proposal. They can help review and challenge so your proposal makes best use of the available funding and complements the other work your area is doing. If you have any questions about this process or how to prepare your proposal, please ring us on 020 7812 5456 or email us at biglocal@localtrust.org.uk.

If you ask the organisation holding the Getting People Involved or the Getting Started grant to hold this funding we can amend the existing grant agreement, or provide a new grant agreement depending on the circumstances. If you propose that a different organisation holds this funding please send us the *new trusted organisation* form and a letter of endorsement from your area for them to hold the money.

Accessing £18,000 of your area's £1m before a Big Local plan is created

Maintaining momentum and enthusiasm is important in Big Local. If your area is working on creating a Big Local plan and not yet ready to start step 5 in the pathway (delivering your Big Local plan), you may want to access up to £18,000 now.

This funding could be used for small activities that can be delivered quickly to progress Big Local, and maintain enthusiasm, participation and momentum. With this funding your area could:

- establish a 'community kitty' for groups which meet specific Big Local objectives
- provide grants to local groups to run events to reach different residents in your area
- hire meeting or venue space
- create or maintain your Big Local website
- communicate with residents and document their views, including translation services
- Big Local promotion and publicity
- partnership engagement and meeting costs
- community events and engagement activities

It's up to you. Remember, though, this money isn't for simply delivering services or activities. It's important to plan how you can use this money to help keep your area moving successfully along the Big Local pathway in the short and medium-term. So consider how your area can design activities that help achieve Big Local objectives.

This money comes out of your area's £1m and will be included in your area's budget as part of your Big Local plan.

Guidance for developing your Big Local plan (up to £2,000) funding

To ensure every area has access to resources, should they need them, Local Trust will make available £2,000 to each area for support in creating their Big Local plan. This money does not come out of your area's £1m. If your area doesn't need to use this resource, that's fine. It will be added to your area's £1m.

This funding can support a range of activities related to developing your plan. How you use this resource should make sense along side the Big Local guidance for creating your Big Local plan. (Please refer to [Making Big Local happen](#).) We encourage you to identify ways your area could spend the money that would build new skills for residents around creating these types of plans. You should ensure the Big Local plan is developed in an open and transparent way. For example, you could use the resource to:

- pay for open sessions to get a wide range of people involved in contributing to the plan
- try 'open source planning' – a way of including a wide range of people in the planning process through a mixture of meetings, publicity and technology
- community consultation and planning sessions
- community engagement activities
- skills workshops and training for residents
- research, profiling and planning activities that will contribute to your Big Local Plan
- paying someone locally or a group to write, film or record the plan

Pathway funding proposal

Boxes expand as you type

Big Local area: *(insert here)*

Scholemoor & Lidget Green Big Local (SALG)

Name of organisation applying: *(insert here)*

Bradford Community & Voluntary Service (BCVS)

What funding do you want to access? (please mark with an X)

1. Pathway funding x

2. Creating your Big Local plan x

1. How is your area proposing to use the funding to maintain momentum and progress along the Big Local pathway, i.e. develop or create a Big Local plan?

Bradford CVS, as the local nominated organisation, with the support of Cnet, has over the past few months developed the Getting Started part of the programme. We have been commended for our rapid progress and our quality of support from the local community.

At their Community Board meeting on 26th January 2013, the resident led Community Board discussed issues of current support that would be coming to an end in February 2013. Apart from supporting the partnership to engage and get involved, other support included organising meeting, take minutes, arrange venues, prepare publicity of meetings, arrange refreshments, prepare agendas, arrange technical items such as OHP or laptops, prepare and send out invites, emails them, post to those not on email, (approx. over 80 emails and 70 to 80 postal addresses), photocopies papers for the meeting, design the leaflets, distribute leaflets, updates partnership newsletters, arrange and oversee events.

Members discussed this item in the absence of CVS/CNet staff (Corine Campbell and Abdul Ismail). The members resolved to continue the current arrangement and appoint Bradford CVS with the support of Bradford CNet to continue to provide administrative support and apply for Pathway funding (1) £1900 for the environmental work, (2) £2000 to complete the Big Plan and (3) £16,100 to continue their support and to carry out full administrative role, carry on further work on communication and consultation, setting out priorities in the community plan, training the board on assessing, processing and making decision over applications; and generally supporting the Board in carrying out their work over the next six months. Bradford CVS were instructed to continue their existing arrangement and provide support to the Community Board together with Bradford CNet.

The aim is to continue to build the partnership and community involvement in Big Local and to produce a Community Plan based on local needs and priorities.

Extracts from the minutes attached herewith.

2. What work will be done, how will it be done, how much will it cost and how long will it take to complete?

1. COMMUNICATION AND CONSULTATION.

It is recognised that Big Local needs to continue to engage with residents and key stakeholders about the Community Plan. We shall continue this work and assist the community board to set up task groups and to further clarify the priorities that have been identified by the residents during the community consultations.

We shall arrange series of events encouraging local people to get involved e.g. five consultation meetings (Farnham, Lidget Green, Scholemoor, Khidmat Centre and St.Wilfred) in the next three months to set out priorities. The work will be supported by community researchers and will be moved around the area to boost the involvement of local people in the programme and build a sense of cohesion amongst the community.

To support the written community profile we have also produced a DVD. This has further captured the resident's thoughts and hopes for the area which might not necessarily have been captured by the written plan alone. The video will be shown in Community Centres and in the Children's' Centres. It could also provide a visual and auditory record of the area to support the written Community Profile as at 2013. It will encourage greater engagement due to its inclusive nature.

The results of all this further engagement would be analysed and fed into the Partnership Community Plan. We want to create a feeling of belonging and unity across generations, different factions of the area and resident demographic backgrounds. To do this we would like to hold a large community event that would encourage residents from all parts of the area to be involved and in a central location to foster community cohesion/involvement.

The Partnership including the voting residents of the Community Board requires secretarial support and on-going communication with residents and stakeholders alongside monitoring of the above projects whilst they learn to take over this function. This support from us will continue to support the Partnership until end of August 2013; this date is flexible depending on the point reached by then in terms of endorsement of the Community Plan. Working with the Local Trust and the Big Local Rep, we will help the Community Board to choose local trusted organisations as needed to deliver the Community Plan. This process will ensure a robust hand over and the acquisition of new skills and experiences for continuing the work when they are ready.

Continue producing periodical newsletters over the support period.

Support to Board – communication and consultation

£5560.00

2. Venue Hire	
for consultation – board meetings – board training – researchers training	£690.00
3. Hospitality – Public and Board Meetings	£600.00
4. Small Grants Scheme –	
Grants – one to two self-help groups in each of the five zones – (£250 to £500 grants)	£5000.00
5. Community Board Training –	
training on governance - assessment procedures – receiving, considering and making decision on applications – the complete grants process and procedure – crèche/travel costs supporting the Board during their training with the Northern College	£3,000.00
6. Maintaining Website	£250.00
7. Administration of finances, budgets, and projects	£1,000.00
8. Environmental Quick Work project	
Costs of Bradford Community Environmental Project (BCEP), Environmental Clean Up Pilot Scheme programme.	£1900.00
9. Consultant to Complete the work on Community Plan	£2,000.00
TOTAL	<u>£20,000.00</u>

10.

We will continue to support the development of the Community Board and partnership for at least 6 months (depending on the progress of the board) under the present arrangements of the 'Getting Started' contract by:

- a) Employing Corine Campbell to complete the Community Plan (£2000) **output No 1**
- b) Engage Bradford Community Environment Project to develop our first granted project (see no.8) **Outcome No 1**. in order to ensure environmental ideas are prioritised initially.
- c) Use £16,100 to provide support to the Community Board and carry out further engagement, consultation and communication work until August 2013 – this is a flexible date depending on point reached in preparing the Plan for endorsement.

(1) Continue Secretarial Support to ensure correct information is recorded and given to all the community - **output no 2**

(2.) Maintain and develop the Website to ensure that information is disseminated internally and externally – write periodical newsletters - **output no 2**

(3) Continue to communicate with residents, businesses and agencies in the area of benefit **outcome no3**

(4.) Publicise the community profile and community plan

(5) Hold further 6 community consultation and planning sessions **Output no3**

(6.) Continue to gain feedback and involvement from residents and access hard to reach groups and individuals. **Outcome no4**

11. Who is responsible for ensuring the proposal is carried out as planned? How was this decided? Who was involved in making the decision?

*Bradford CVS will be the Local Trusted Organisation with Cnet providing key areas of support .
The Resident led board made the decision (see Question 1)*

12. How was it decided that this is the best way to use your area's resources?

This was carried out at two meetings with discussion in between

* A first community board meeting on January 7th

* A community meeting with board members and residents on 16th January

* Further development of the partnership was discussed at the Community Board meeting on February 5th.

The board meeting was held on 7th January discussed the environmental element and from three different proposals presented, one was chosen. This was a good first experience for the new Community Board to be making decisions on use of funding, while on a small scale.

The community board members then held a public meeting with approx 35 residents on 16th January where everyone was involved fully in deciding the priorities and suggesting ways forward. Steve Skinner the Big Local Rep, gave an outline of the role of the Additional Pathway

funding. The meeting then explored a range of options and agreed that further support was needed to build the partnership and complete the Community Plan over the coming months.

The report below gives an example of how we have involved the local community and how the recently appointed board were involved and will be involved in decision making

SALG Environmental Report

Background

In addition to the £1million that has been made available to the SALG Big local area, an additional amount of money has been made accessible in order to initiate a small scale project that could easily be set up and run and have some long term effects in the Community and to kick-start some work in the area. At a Public meeting those present were asked to think of an area of public concern so that a local project could be initiated. The general consensus was to get a project up and running that would address the fly tipping & litter problem in the area. It was decided though that the project would not just be a simple clean up, but it needed to involve the local residents (and schools and agencies) and look at creative ways of how they can start to take a pride in their community, this then could lead onto further environmental lead projects that would be identified through the completion of the Community Plan. It would also help to publicise Big Local, show some visible progress and help build the Partnership.

So armed with this information, those present at the meeting agreed that CNet would approach Environmental based organisations with the view for them to put forward an expression of interest or Tender to deliver a local small scale project with a budget of £2,000 or less. With this in mind we spoke to 3 Environmental Community Organisations, Bradford Community Environmental Project (BCEP), Bradford Environmental Education Services (BEES) and The Groundwork Trust. We also spoke to 2 local voluntary community groups based in SALG area, The Spencer Rd. group and a group based at the Beacon on Scholemoor. Each group was then invited to put forward an expression of interest or tender and were also invited to do a short presentation to the SALG Board on Jan. 7th using the following criteria;

- Their experience in delivering this type of work.
- How they would deliver the work, including details on how they would work creatively with the community in addressing the issues of fly tipping and littering.
- Their timescales - to Start by March at the latest and to finish by MAY (Subject to weather Conditions)
- Costing's (no more than £2,000)

On the day of the Presentations BCEP, BEES & The Groundwork Trust put forward their presentations, the 2 local groups didn't. Below is an outline of the BCEP proposal that out of three the board chose: Bradford Community Environmental Project.

BCEP

Aim

Working with a school or schools (we will seek guidance from the Big Local committee), community groups and individual volunteers in the local area to create a lasting work of 'junk art' and to tackle the immediate fly-tipping areas through an intergenerational community action day.

Breakdown of activities:

- Work with Big Local committee to plan and coordinate a 'day of action' and discuss school visit(s) from BCEP staff (1 day)
- Visit local school(s) to spread 'anti-litter' message through assembly, invite entrants into a competition to design a litter / fly-tipping 'junk mural', collect waste materials for mural and invite to day of action (1 day) BCEP runs Scrap Magic – Bradford's Craft and Scrap store

which reclaims business waste materials and and makes them available as craft and play resources.

- Work with Big Local committee to select winning entrant, produce a design and gather materials for creation of junk mural (3 days)
- Carry out day of action – local school children to litter-pick, local community volunteers to help clear fly-tipped areas (along with corporate volunteers if required), all help create ‘junk mural’ (mosaic using plastic bottle tops and other junk items – collected by local community and school) (1 day + 2 days planning/prep, 2 members of BCEP staff needed on the day = 4 man days total)
- Potential: follow-up tour of local schools, assemblies with junk mural to spread anti-litter message (1 days)

Optional follow-up:

School visits to Bull Greave Beck once cleared – create feeling of ownership and care (£1 day – additional £180)

Throughout process thought and discussion can be put into longer-term work on litter and fly-tipping problems. Consider: Junk sculpture or poster commissioned for entry point to main area of fly-tipping, signs – designed by children.

Timescales - Completed by the end of April

Costings - £1,900 (includes 10 staff days, travel, promotional materials, access to tools, craft items and volunteer co-ordination and insurance).

Those Present at the Board Meeting on Jan. 7th decided to recommend BCEP as the preferred Organisation to deliver the environmental project.

13. The Local Trusted organisation

a) Please submit a brief letter of endorsement and approval to amend either the Getting People Involved Round 2 grant agreement or Getting Started grant agreement from your local trusted organisation.

Bradford CVS were instructed by the GreenMore Community Board to continue their existing arrangement as Local Trusted Organisation and provide support to them together with Bradford CNet.

If the organisation is going to run a small grants programme; please provide evidence of their experience in running similar small grants programmes.

CNET will be delegated to administer any small grants programme for the following reasons:

Bradford Community Empowerment Network Limited (CNet) have been administering a series of Small Grants Programmes since 2005 and have successfully run several different grants programmes and have managed the process of inviting grant applications, administering, assessing, distributing and monitoring funds on behalf of major service providers in the District – Bradford District Council, Bradford College, NHS Primary Care Trust, Learning and Skills Council, Connexions, Health and Wellbeing Hale Funds, Short Break for Disabled Children Grant funds, Government Grassroots Grants, Targeted Support Fund, and Community Against Crime Innovation Fund. Over the years we have distributed over £3m in Grant Funds to over 950 community projects and groups in the

District. (1).

During the year 2011-2012 we distributed Additional Grassroots Grants funds on behalf of Community Development Foundation, London to 53 voluntary groups totalling £86,471.00.

(2). We managed, administered and ran complete assessment process for Community

Action against Crime Fund applications on behalf of the Home Office via CDF and completed the administrating process by forwarding appropriate online forms to CDF (3).

We also administered The Aiming High for Disabled Children (AHDC) Funds during the year. This funding covered the provision of Short Breaks during school holidays, weekends and after school, aimed particularly at those children & young people who commonly fail to access such activities because of a shortage of services. We granted a sum of £64,152 to 20 groups in the Bradford District to provide these services.

b) If you propose that a different organisation holds this funding please send us:

- the new trusted organisation form (annex A) and a letter of endorsement from your area for them to hold the fund
- a copy of your most recent annual audited accounts,
- estimated cash flow (monthly) showing anticipated income and expenditure for 2012 -2013
- a copy of your organisation's constitution, Terms of Reference, Memorandum and Articles of Incorporation, Deed of Trust or similar document

3. Signatory

This should be the chair, chief executive or person of similar authority in your organisation.

Signature:

Name: Anthony Clipsom

Position: Chief Officer/Director of BCVS

Date: 18th February 2013

Annex A: New trusted organisation form

1. Main contact for this proposal

Please confirm the best person to speak to about this proposal.

Name of contact

Mr, Mrs, Ms	Forenames (in full)	Surname
MR	PETER	TATE

Position or job title	VOLUNTARY SECTOR SUPPORT OFFICER
-----------------------	----------------------------------

Address for correspondence including postcode

BRADFORD CVS		
19 – 25 SUNBRIDGE ROAD, BRADFORD, WEST YORKSHIRE		
	Postcode	BD1 2AY

Email address for correspondence

peter@bradfordcvs.org.uk

Main telephone number (or textphone)	Alternative telephone number (or textphone)
01274 722772	07946 505358

Website, facebook and/or twitter information for your organisation (if applicable)

www.bradfordvs.org.uk

Please tell us if we should be aware of any particular communication needs your main contact has. This might include textphone, sign language, large print, audiotape, Braille or a community language.

--

2. Organisation details

We will need to review specific organisational and financial details for the organisation applying for funding.

Does your organisation have a charity, company or other reference or registration number?

If so please write it below. If your organisation is unincorporated and not registered as a charity, please tick the box provided.

Charity number	No. 1090036	HMRC charitable status number	
Company number	No. 45283003	Other (please specify)	
Unincorporated and not registered as a charity (please tick)			<input type="checkbox"/>

How many people are involved in running your organisation?

Tell us how many people are on your governing body or management committee. You must have at least three unrelated people on your governing body.

12

Please submit copies of the following documents along with your proposal:

1. Copy of most recent audited annual accounts.
2. Estimated cash flow (monthly) showing anticipated income and expenditure for 2012 -2013.
3. Copy of your organisation's constitution, Terms of Reference, Memorandum and Articles of Incorporation, Deed of Trust or similar document.
4. A letter of endorsement from the community.