

**Agenda for a meeting of the Regulatory and Appeals Committee (Meeting as Trustees) to be held on Thursday 24 November 2022 at 10.00 am (Reconvened meeting held on 27 October 2022) or at the rising of the Regulatory and Appeals Committee in the Council Chamber - City Hall, Bradford**

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**Members of the Committee – Councillors**

<b>LABOUR</b>	<b>CONSERVATIVE</b>	<b>GREEN</b>
<b>Salam Alipoor S Hussain</b>	<b>Brown Sullivan</b>	<b>Edwards</b>

**Notes:**

- This agenda can be made available in Braille, large print or tape format on request by contacting the Agenda contact shown below.
- The taking of photographs, filming and sound recording of the meeting is allowed except if Councillors vote to exclude the public to discuss confidential matters covered by Schedule 12A of the Local Government Act 1972. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted. Anyone attending the meeting who wishes to record or film the meeting's proceedings is advised to liaise with the Agenda Contact who will provide guidance and ensure that any necessary arrangements are in place. Those present who are invited to make spoken contributions to the meeting should be aware that they may be filmed or sound recorded.
- If any further information is required about any item on this agenda, please contact the officer named at the foot of that agenda item.
- A legal briefing for all Members will take place at 0930 in the Council Chamber on the day of the meeting.

**From:**

Asif Ibrahim  
Director of Legal and Governance  
Agenda Contact: Yusuf Patel  
Phone: 07970 411923  
E-Mail: [yusuf.patel@bradford.gov.uk](mailto:yusuf.patel@bradford.gov.uk)

## A. PROCEDURAL ITEMS

### 1. ALTERNATE MEMBERS (Standing Order 34)

The Director of Legal and Governance will report the names of alternate Members who are attending the meeting in place of appointed Members.

### 2. DISCLOSURES OF INTEREST

(Members Code of Conduct – Part 4A of the Constitution)

To receive disclosures of interests from members and co-opted members on matters to be considered at the meeting. The disclosure must include the nature of the interest.

An interest must also be disclosed in the meeting when it becomes apparent to the member during the meeting.

#### **Notes:**

- (1) *Members must consider their interests, and act according to the following:*

<b>Type of Interest</b>	<b>You must:</b>
<i>Disclosable Pecuniary Interests</i>	<i>Disclose the interest; not participate in the discussion or vote; and leave the meeting <u>unless</u> you have a dispensation.</i>
<i>Other Registrable Interests (Directly Related)</i> <b>OR</b> <i>Non-Registrable Interests (Directly Related)</i>	<i>Disclose the interest; speak on the item <u>only</u> if the public are also allowed to speak but otherwise not participate in the discussion or vote; and leave the meeting <u>unless</u> you have a dispensation.</i>
<i>Other Registrable Interests (Affects)</i> <b>OR</b> <i>Non-Registrable Interests (Affects)</i>	<i>Disclose the interest; remain in the meeting participate and vote <u>unless</u> the matter affects the financial interest or well-being</i>  <i>(a) to a greater extent than it affects the financial interests of a majority of inhabitants of the affected ward, and</i>  <i>(b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest; in which case speak on the item <u>only</u> if the public are also allowed to speak but otherwise not do not participate in the discussion or vote; and leave the meeting <u>unless</u> you have a dispensation.</i>

- (2) *Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.*
- (3) *Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations, and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.*
- (4) *Officers must disclose interests in accordance with Council Standing Order 44.*

### 3. **INSPECTION OF REPORTS AND BACKGROUND PAPERS**

(Access to Information Procedure Rules – Part 3B of the Constitution)

Reports and background papers for agenda items may be inspected by contacting the person shown after each agenda item. Certain reports and background papers may be restricted.

Any request to remove the restriction on a report or background paper should be made to the relevant Strategic or Assistant Director whose name is shown on the front page of the report.

If that request is refused, there is a right of appeal to this meeting.

Please contact the officer shown below in advance of the meeting if you wish to appeal.

(Yusuf Patel - 07970 411923)

### **B. BUSINESS ITEM**

#### 4. **THE 1887 ALFRED SHARP BINGLEY EDUCATIONAL TRUST AND THE ALLOCATION OF FUNDING FOR EDUCATIONAL PURPOSES**

1 - 12

The Assistant Director of Neighbourhoods and Customer Services will submit a report (**Document “H”**) which provides information on processes for providing grant funds to institutions and groups in Bingley.

**Recommended –**

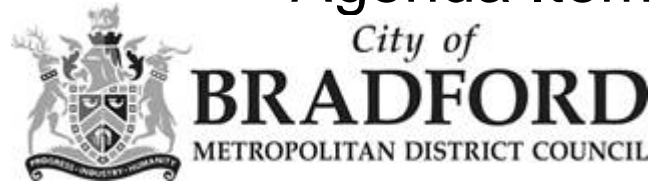
**That the Trustees note the following and agree on an option:**

- (1) **The Community Chest model has been widely used for grant giving to local community groups and is a tried and tested mechanism that provides local accountability. It also reduces the bureaucracy in administering local funds.**

- (2) The Transformation Fund method of distributing funds allows the panel to be unique to the funding criteria and specialist knowledge required to award grants. This method has been used to fund grants for different objectives and with funds from different council departments. It is easily adapted and flexible in its operation.**
  
- (3) The Community Chest process is recommended due to its versatility and operation with Area Offices. The Shipley Area Coordinators Office will provide a strong connection with ward councillors and the knowledge of community organisations by ward based staff.**

(Mahmood Mohammed - 01274 437339)

THIS AGENDA AND ACCOMPANYING DOCUMENTS HAVE BEEN PRODUCED, WHEREVER POSSIBLE, ON RECYCLED PAPER



## Report of the Assistant Director of Neighbourhoods and Customer Services to the meeting of Regulatory and Appeals Committee to be held on 27 October 2022

# H

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### Subject:

THE 1887 ALFRED SHARP BINGLEY EDUCATIONAL TRUST AND THE ALLOCATION OF FUNDING FOR EDUCATIONAL PURPOSES.

### Summary statement:

This report provides information on processes for providing grant funds to institutions and groups in Bingley.

### EQUALITY & DIVERSITY:

Grant funding is designed to be inclusive and benefit all local service delivery across the District. Whilst this is right and consistent with the principle of equalities at the heart of everything we do; it is also the case that our investment needs to demonstrate how it is enabling us to make sustainable progress in equality, diversity and inclusion and culture.

All grant funded, contracted partners and projects recognise the single statutory duty to promote equality under the Equality Act 2010. All our partners ensure and demonstrate that services delivered have due regard to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by or under the Equality Act 2010
- Reduce inequalities in educational attainment
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- foster good relations between people who share a relevant protected characteristic and persons who do not share it

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Interim Director  
Alan Lunt  
Neighbourhoods and Customer Services

**Portfolio:**  
**Change Programme, Housing, Planning and Transport**

Report Contact: Mahmood Mohammed  
Phone: (01274 437339)  
E-mail:  
[mahmood.mohammed@bradford.gov.uk](mailto:mahmood.mohammed@bradford.gov.uk)

**Overview & Scrutiny Area:**  
**Regeneration and Economy**

## 1. SUMMARY

The 1887 Alfred Sharp Bingley Educational Trust are exploring grant giving mechanisms for distributing £220,000 of funds to local community organisations and educational institutions in Bingley.

This report provides information on some of the ways that community grants are distributed by Bradford Council's Neighbourhoods and Customer Services.

## 2. BACKGROUND

The 1887 Alfred Sharp Bingley Educational Trust constitution states the charity's objective is "to advance the education of children and adults in the former Bingley Improvement District in such ways as the charity trustees think fit, including by awarding financial grants to individuals and/or schools and other educational organisations in the area." There is currently approximately £220,000 held by the Trust.

The fund is a one off sum of money that will expire when the grants are awarded. The Trust will need to consider the communication of the initiative, application process, amount of grant to be given as a maximum and minimum, guidance for applicants on the criteria for the funds, timescales for the funding to be used, and monitoring and evaluation criteria

## 3. OTHER CONSIDERATIONS

### ***Commissioning of projects and small grants,***

Council funded grants to the community groups provide a vital lifeline to the sector and services provided locally to neighbourhoods, they include - VCSE Service Improvement Programme, Transformation Fund to support charitable organisations that require small amounts of grant to ensure survival from an external professional input for items such as business plans, marketing plans etc. Community Building Grant is administered and delivered by the Stronger Communities Team but devolved to Area committees for decision making. Smaller scale initiatives to leverage community activity have included the Innovation Fund from our Integration and Cohesion programme which offered between £5,000 to £15,000 to respond to emerging needs and tensions, scale-up smaller projects and test new ideas. A list of these projects can be found on the following link on <https://bradfordforeveryone.co.uk/get-involved>.

### **Innovation Fund**

The Innovation Fund had three rounds. This fund offered opportunity to respond to emerging needs and tensions, scale up smaller projects and test new ideas.

The first round of Innovation Fund was launched on the 28 May. Individual awards up to £5,000 were offered through the Participatory Budgeting method. This is where other applicants get to vote on who should be successful and where to spend the budget. The total amount available for the first round was £50,000. The event had over 45 participants of which we asked how effective they found the process as a way to allocate community funding. The majority of those who attended felt that the process was 'democratic and transparent'. 13 projects were funded using this process. Please see the link below for a list of the projects or visit <https://bdp.bradford.gov.uk/about-us/stronger-communities-partnership/>

### **Community Building Grant**

This grant is allocated through the Area Committees and supports local community organisations with running costs of their buildings. An application process ensures that all the key information including the financial details of the organisation are checked along with current running costs. Ward Officers and ward Councillors are able to input the process of their knowledge of the area and the value of the services provided to the neighbourhood. Awards are made by the Area Committee based on conversation with local councillors and are based staff.

### **Transformation Fund**

This grant again has a similar purpose to the community Building grant that its objective to support community organisations become more sustainable. The method employed to award this grant is by use of a panel made of anchor VCS organisations and the Stronger Communities Head of Service scoring applications that are invite from groups on a quarterly basis. The input of the larger VCS organisations is invaluable as their knowledge and experience come to good use as we not only provide a grant but also linkages to other suitable programmes and frees services that may assist the applicant. The Transformation Fund does not provide actual cash but a value of £400 per day that can be paid to professional advisors or consultants to provide feasibility studies, business plans or marketing strategies etc. This grant is administered for a fee by Participate Projects that undertake background checks and provide a simplified application with key information to the panel.

### **Participatory Budgeting**

The participatory Budget way of providing grants to community organisations has been trialled by the Stronger Communities Team on two occasions and is a good way of involving individuals or groups of applicants to make decisions themselves on the award of grants. Those meeting the essential criteria are asked to attend an event where each applicant has a set to time to make a pitch for their project which is then scored by all the applicants invited. The funding is then awarded to those with the highest score until all the funds have been allocated, another factor which can be applied to ask the awarded organisations to put 10% back into the pool if they are happy to do so which can then fund the next one or two on the scoring list.

### **Community Chest**

This award is given out to community organisations on a quarterly basis through a simplified form from the constituency based Area Committees. Please see attached Application form and criteria sheet attached as Appendices A and B. This method of grant giving is easily adapted and has been used for giving out grants for Big Lunches and this year's Queens Jubilee Fund. It is administered from the Area Coordinators Office and approved by a grants advisory panel made up of ward councillors.

## **4. FINANCIAL & RESOURCE APPRAISAL**

There are no financial issues arising from the awarding of these Trust fund.

## **5. RISK MANAGEMENT AND GOVERNANCE ISSUES**

There is no significant risk arising out of the awarding of this fund to local organisations.

## **6. LEGAL APPRAISAL**

There are no legal issues arising from the awarding of the Trust fund who are being advised by the City Solicitor.

## **7. OTHER IMPLICATIONS**

There are no other implications for the award of the Trust fund.

### **7.1 SUSTAINABILITY IMPLICATIONS**

There are no further issues for sustainability from awarding of this Trust fund. The grant awarding process will require that any activity undertaken by the award of grant will meet sustainability objectives.

### **7.2 GREENHOUSE GAS EMISSIONS IMPACTS**

There are no further no impacts on green house and gas emissions

### **7.3 COMMUNITY SAFETY IMPLICATIONS**

There are no further community safety implications from the award of the Trust fund.

### **7.4 HUMAN RIGHTS ACT**

There are no further implications for the Human Rights Act with the award of the Trust fund.

### **7.5 TRADE UNION**

- There are no further implications for Trade Unions

### **7.6 WARD IMPLICATIONS**

- This fund is targeted and Bingley ward and will benefit organisations and educational institutions in this area.

### **7.7 AREA COMMITTEE ACTION PLAN IMPLICATIONS**

### **7.8 IMPLICATIONS FOR CHILDREN AND YOUNG PEOPLE**

The award of the Trust funds will directly benefit projects and initiatives for learning aimed at children and young people.



## **7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT**

There are no implications arising from privacy impact assessment. The method employed to distribute the Trust funds will pay due regard to GDPR.

## **8. NOT FOR PUBLICATION DOCUMENTS**

None

## **9. OPTIONS**

The background information provided in the report gives a range of options that may be used for grant giving. These methods used by teams in Neighbourhoods and Customer Services, Department of Place.

## **10. RECOMMENDATIONS**

The Community Chest model has been widely used for grant giving to local community groups and is a tried and tested mechanism that provides local accountability. It also reduces the bureaucracy in administering local funds.

The Transformation Fund method of distributing funds allows the panel to be unique to the funding criteria and specialist knowledge required to award grants. This method has been used to fund grants for different objectives and with funds from different council departments. It is easily adapted and flexible in its operation.

The Community Chest process is recommended due to its versatility and operation with Area Offices. The Shipley Area Coordinators Office will provide a strong connection with ward councillors and the knowledge of community organisations by ward based staff.

## **11. APPENDICES**

### **Appendix A**

Community Chest Application Form, an example of a grant giving from

### **Appendix B**

Guidance for filling in a Community Chest Application

## **12. BACKGROUND DOCUMENTS**

The 1887 Alfred Sharp Bingley Educational Trust Constitution

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## SHIPLEY AREA COMMITTEE

### COMMUNITY CHEST FUNDING APPLICATION FORM

*(Please read the accompanying criteria before completing this application form)*

#### Mission Statement:

**“To provide grants to voluntary community groups to benefit, support and improve the lives of Shipley residents”**

Name of Organisation:

Ward in which people will benefit from your project:

Secretary or Contact to whom all correspondence should be sent:

Name:

Address:

Post Code:

Tel:

Email Address:

Address where the group meets: (if different from above)

Amount Requested: £

(max £500)

Total Cost of Project: £

**Details of bank account for BACS payment:**

Account Name:

Name and address of bank:

Account number:

Sort Code:

Roll no (if building society account)

**Description of event/project and items to be purchased from the funding requested:**

**Date(s) and venue(s) of event(s) (where applicable) – enclosing programme if available**

**Detailed breakdown of costs of the event/project and items to be purchased: (where possible, please supply at least two quotes for each item)**

**Detailed estimated income (including other grants, admission charges, fund-raising, subscriptions etc) for the event/project (where applicable):**

**How many people from the Shipley Constituency do you expect to attend or benefit from the items purchased/event/project?**

**What grants have been obtained in the last three years (eg Parish Council, Sports Council, Arts Council, Urban Aid, Local Authority etc) including previous Community Chest grants?**

**Have you applied to other funding bodies, including other Area Committees regarding this current application? (If yes, please specify).**

**Please attach the following information, if applicable:  
*tick***

***Please***

- |   |  |                          |
|---|--|--------------------------|
| 1 | Constitution   | <input type="checkbox"/> |
| 2 | Your organisation's most recent accounts   | <input type="checkbox"/> |
| 3 | Where possible, two quotations per item  | <input type="checkbox"/> |
| 4 | Any other relevant information to support your application   | <input type="checkbox"/> |
| 5 | If applying for activities for children or vulnerable adults, please enclose your organisation's child/vulnerable adults safeguarding policy                               | <input type="checkbox"/> |
| 6 | If applying for activities for children or vulnerable adults, please provide enhanced CRB/DBS ID number(s) and expiry date(s) as evidence that checks have been Completed. | <input type="checkbox"/> |

If any attachments are missing please give reasons:

**Please sign and date to confirm you have read and agree with the criteria**

Signature of Applicant:

Date:

Applications should only be made on this form, which should be returned to:

**Rachel Johnson**  
**Shipley Area Co-ordinator's Office**  
**Shipley Town Hall, Kirkgate**  
**Shipley BD18 3EJ**  
**Tel: 01274 431005**  
**Email: [rachel.johnson@bradford.gov.uk](mailto:rachel.johnson@bradford.gov.uk)**

## Appendix B

### Please read the following information before completing your application

- Grants will be awarded to a maximum of £500.
- Applications will be considered more favourably where other funding or fundraising has been gained (where you have a Parish/Town council have they been approached?)
- Applications will not usually be considered for trips except in exceptional circumstances.
- Applications will only be considered from groups and organisations that either operate in or benefit people who live in the Shipley Constituency or individuals living in the constituency who are engaged in exceptional sporting, artistic or voluntary work.
- Ongoing costs such as venue hire and staffing will only be funded through a start-up grant for new organisations.
- Grants cannot be awarded for retrospective payments (events or purchases that have already taken place)
- Groups and organisations should normally expect only one grant per financial year.
- Projects which operate in more than one Constituency can be considered by a number of Area Committees but the total grant will not normally exceed £500.
- Applications are particularly welcome from new projects, projects linked to the City of Culture and from previously unfunded groups.
- Failure to fully complete the application form with all the relevant information will result in the application being rejected or deferred to the next meeting.
- A copy of the group's constitution must be provided.
- If your group is not constituted, you must apply through a constituted organisation such as your local Community Centre or Parish or Town Council.
- Wherever possible two quotations should be provided for each item to be purchased.
- A short report on the project and copies of receipts evidencing how all the money was spent must be submitted within six months of a grant being awarded. **If this information is not received, without good reason, by the deadline, further applications will not be considered.**

- The organisation should be a non-profit making voluntary organisation where membership is open.
- Projects should not contravene the Council's Equality and Diversity Policies.
- Grants cannot be used to fund religious or political activities.
- Applications for school curricular activities will not be funded.
- If you are applying for activities for children or vulnerable adults, you must include a copy of your organisation's child and vulnerable adult safeguarding policy and enhanced DBS ID numbers and expiry dates as evidence that checks have been completed.
- Please note that some of the data collected as part of this funding bid is shared with internal and external partners as well as the funded projects being publicised electronically, in funding reports, in the media and other methods of distributing the information. It is also possible that this information may be released in accordance with a Freedom of Information request.

## **Remember**

For your application to be considered you must provide the following (if applicable):

1. Constitution
2. Most recent accounts
3. Wherever possible, copies of at least two quotations per item
4. Child or vulnerable adult safeguarding policy
5. Evidence of enhanced DBS checks