

## **ABERDEENSHIRE COMMUNITY PLANNING BOARD – 10 JUNE 2015**

### **FINANCIAL REPORT: FINANCIAL MONITORING 2014-15, BUDGET ALLOCATION 2015-16, AND REVIEW OF FUNDING CONTRIBUTIONS**

#### **1 Recommendations**

The Board is recommended to:

- 1.1 Note the budget monitoring information for 2014/15 as at end of March 2015 for the Community Planning budget, Local Community Planning budgets and Fairer Scotland Funding.**
- 1.2 Agree to fund projects from the unallocated funding in 2015/16 (as detailed in paragraph 2.3) and to keep £5,000 as contingency funding.**
- 1.3 Agree reduced funding partner contributions in 2015/16 making use of the balance of the unallocated funding.**
- 1.4 Agree that the CP Executive leads a review of funding contributions for 2016/17 onwards, with a detailed approach to be presented to the September 2015 Board meeting.**

#### **2 Background / Discussion**

- 2.1 The Executive has delegated authority to make decisions on funding up to a value of £10,000.

#### **2.2 Financial Monitoring – 2014/15 end of financial year**

##### Community Planning Budget (appendix 1)

At the end of the 2014/15 financial year, the Community Planning budget had an underspend of £22,885. This was due to underspend in the staffing category against what was forecast and also non-spend of the unallocated amount in the budget in 2014/15.

##### Local Community Planning Group (LCPG) Budgets (appendix 2)

Most of the LCPGs allocated all or the majority of their budgets in 2014/15. Any funding underspent will not be carried over to 2015/16.

##### Fairer Scotland Funding (appendix 3)

The Tackling Poverty and Inequalities Strategy Group managed a budget of £554,000 on behalf of the CPP. The funding is provided by the Council. Details of the core costs and projects funded can be seen in appendix 3. At year end, there was a slight overspend.

### 2.3 Community Planning budget 2015-16 (partnership funded)

It was agreed by the Board in March, due to no other proposed projects at that time, that if there was no gap in partner contributions for 2015/16, the underspend/carryover would be split proportionately and used to reduce partner contributions in 2015/16. There will be no gap in contributions as all partners have now confirmed they are able to contribute in 2015/16. As stated above, the carryover is £22,885.

The previously agreed budget and allocations for 2015/16 are shown in the table below:

BUDGET HEADING	SUB-HEADING	ALLOCATION
<b>Staffing (including oncosts)</b>	PT Community Planning Support Officer (3 days), FT Partnership Analyst and PT Communications Intern extension (until end June)	£52,500
<b>Citizens' Panel</b>	Panel management (incl 4 surveys)	£25,000
	Viewpoint feedback newsletter costs	£4,000
<b>Communications</b>	SOA Annual Report Summary	£400
	Web Hosting and Maintenance	£700
<b>Administration</b>	Admin, travel, catering	£2,400
<b>Unallocated</b>	<b>Unallocated</b>	<b>£8,000</b>
<b>2015/16 Total</b>		<b>£93,000</b>

#### Recent notification of funding allocations required in 2015/16 from CP budget

Funding allocations required, which were not included in the original budget breakdown now include:

- Agreed redevelopment of community planning website (£5,000)
- Participatory Budgeting Training costs (£900)
- "What is Community Planning?" Leaflet design and print costs (estimated £500)

This amounts to a total of £6,400. **It is proposed that in addition £5,000 is left unallocated at this point as contingency funding.**

#### Return of Carryover to Partners

The amount to be split proportionately between the funding partners in order to reduce their contributions is £19,485 as follows:

Aberdeenshire Council	£34,971 (prev £44,240)
Scottish Fire and Rescue Service	£9,636 (prev £12,190)
Police Scotland	£9,636 (prev £12,190)
Nestrans	£9,636 (prev £12,190)
NHS Grampian	£9,636 (prev £12,190)
Carryover to reduce contributions	£19,485
<b>Total</b>	<b>£93,000</b>

Partner organisations will be invoiced as soon as possible.

#### 2.4 **Local Community Planning Group Budgets 2015/16**

In 2015/16, the Local CP Groups will each have a budget of £12,000. This funding is provided by the Council. Groups are currently considering proposals for initial allocation of the funding. Funding allocations should be aligned to the priorities in the Local Community Plans.

#### 2.5 **Fairer Scotland Funding 2015/16**

Appendix 4 shows the total funding available in 2015/16 and the budget categories that the budget is allocated to. The second table shows the funding to projects so far (decided through alignment to TP&I priorities and matching agreed criteria) and how much the award contributes to each project's total costs. More detail will be provided in subsequent reports.

#### 2.6 **Review of Funding Contributions to the CP Budget from 2016/17 onwards**

Since the amalgamation of the eight legacy service areas into a single service status of Police Scotland and Scottish Fire and Rescue Service in 2013, those two partners, in particular, have found it more recently challenging to secure their contributions to the Aberdeenshire community planning budget.

The Scottish Fire and Rescue Service are conducting an internal analysis of contributions from across all 17 Local Senior Officers areas.

Out of six other CPPs in Scotland who responded to a query about their CPP budgets, five have funding only from the local authority to cover administration and meeting costs and CP staff posts. Some other initiatives are jointly funded, for example, citizens' panel, partner events, and a community planning grant fund.

A review of partner funding contributions to the community planning budget by the CP Executive is proposed. Funding partners are asked to provide comment or proposals via the central community planning team so that detailed recommendations can be made to the Board at their September 2015 meeting. This would allow revised funding arrangements to be in place for 2016/17 onwards.

### **3 Equalities, Staffing and Financial Implications**

3.1 The staffing and financial implications from this report are laid out above.

3.2 Equalities impact assessments will be undertaken as required of new projects and reported to the Board in due course.

**Report prepared by:**  
**Erin Wood, SDO (Community Planning)**  
May 2015

Community Planning 2014/15 Budget – as at 31 March 2015

Appendix 1

BUDGET HEADING	SUB-HEADING	ALLOCATION	ACTUAL SPEND AS AT END MAR
<b>Staffing</b>	Staffing (CP Support Officer, CP Partnership Analyst, temporary Comms Intern post)	£61,150	£55,000
	Panel Management	£25,000	£25,000
	Newsletters	£4,000	£3,600
<b>Citizens' Panel</b>	Possible Focus Groups – not now reqd by Service	£2,325	£0
	Annual Report Summary	£400	£0
<b>Communications</b>			
	Our Aberdeenshire Newsletter (not required by CVS)	£310	£0
	Web Joomla Upgrade and Annual Hosting and Maintenance	£1,100	£1,100
<b>Administration</b>	Admin, travel, catering	£2,000	£3,100
	CPP Contribution to National Scheme - Economic Outcomes Profile	£4,600	£4,600
<b>Unallocated (includes carry over from 13/14)</b>		£14,400	£0
<b>Total</b>		<b>£115,285</b> (£93,000 partner contribs + £22,289 13/14 carryover)	<b>£92,400</b> <b>Underspend</b> £22,885

Appendix 2

Local Community Planning Group Budgets 2014/15 – as at 31 Mar 2015

LOCAL CP GROUP	BUDGET 14/15	CATEGORY	SPEND IN 14/15
BANFF & BUCHAN	£10,100	Printing / Admin	£700
		Hospitality	£1,150
		Community Projects	£250
		Support for LCPG Review	£1,720
		<b>Total Spend</b>	<b>£3,820</b>
		Unallocated	£6,280
BUCHAN	£10,100	Community Projects	£9,275
		Printing / Admin	£270
		Hospitality / Meetings	£745
		Travel Expenses	£230
		<b>Total Spend</b>	<b>£10,520</b>
FORMARTINE	£10,275 (incl repayment for project hospitality)	Equipment	£270
		Printing / Admin / Hospitality	£610
		Community Projects	£9,190
		<b>Total Spend</b>	<b>£10,070</b>
		Unallocated	£205
GARIOCH	£10,100	Printing / Admin	£1,320
		Hospitality	£420
		Community Projects	£8,530
		<b>Total Spend</b>	<b>£10,270</b>
KINCARDINE & MEARNES	£10,890 (incl repayment of unused community project funds)	Printing / Admin	£685
		Hospitality / Meetings	£655
		Community Projects	£3,055
		Support for LCPG	£4,250
		<b>Total Spend</b>	<b>£8,645</b>
		Unallocated	£2,245
MARR	£10,100	Printing / Admin / Mtgs	£460
		Ward Forums	£7,900
		Community Projects	£1,600
		<b>Total Spend</b>	<b>£9,960</b>
		Unallocated	<b>£140</b>
<b>Balance from Staff Funding</b> (Buchan and Marr have P/T CPO roles and transfer the balance of this funding to their Rural Partnership for community engagement work, project work etc)		Marr Area Partnership	<b>£2,850</b>
		Buchan Development Partnership	<b>£3,050</b>

## Fairer Scotland Funding – Tackling Poverty & Inequalities As at end March 2015

	Budget 2014/2015 £	Budget Transfer £	<u>Allocations</u> £	Actual Spend 14/15 £	Underspend / (Overspend) £
<b>Budget 2014/15</b>	554,000.00				
<b><u>Budget Transfers</u></b>					
Information & Advice Services		-32,000.00			
The Hot Spot		-86,000.00			
Working for Families		-13,500.00			
Fraserburgh Regeneration		27,000.00			
<b><u>CORE COSTS</u></b>					
Staff costs plus travel			72,216.40	73,241.63	( 1,025.23 )
Administration			1,000.00	1,932.04	( 932.04 )
<b><u>EMPLOYABILITY PROJECTS</u></b>					
<b>North East Scotland Credit Union</b>					
Digital Inclusion (from 12/13 employability)			62,500.00	67,712.00	( 5,212.00 )
<b>Volunteer Centre Aberdeenshire</b>					
Support volunteering across Aberdeenshire, deliver accredited training courses and develop individual skills and confidence			25,426.00	27,554.00	( 2,128.00 )
<b>Community Food Initiative (CFINE)</b>					
To continue to deliver the employability project in Aberdeenshire which is based at The Fruit mart, Longside			25,000.00	25,000.00	0.00
<b>RNIB Scotland Employment and Learning</b>					
Provide 4 Pre Employment skills Course for 32 people with sight loss			4,951.00	4,951.00	0.00
<b>Lead Scotland</b>					

<b>COMMUNITY PROJECTS</b>				
<b>Fraserburgh Development Trust</b>			15,000.00	11,250.00
Increase number of individuals and families to improve quality of life, health and well-being, confidence and core skills.				3,750.00
<b>Peterhead Projects Ltd</b>			40,000.00	48,336.14
Increase number of individuals and families to improve quality of life, health and well-being, confidence and core skills.				(8,336.14)
<b>Employer Engagement Co-ordinator</b>			40,000.00	43,336.14
Agreed to support over 2 financial years £27,000 from Oct 13				(3,336.14)
<b>Prince's Trust Team Programme Fraserburgh Aberdeen Foyer</b>				0.00
Programme supports young people to develop confidence and increase motivation and self esteem.			55,900.00	60,900.00
<b>Modo North East</b>			25,000.00	25,000.00
Towards the CircoModo Programmes				0.00
<b>Transition Extreme Sports Ltd</b>			25,905.23	25,905.23
Transition Extreme Outreach Academy				0.00
<b>Banff and Buchan Citizens Advice Service</b>			26,500.00	22,166.70
				4,333.30
<b>Life Skills Care Ltd</b>			17,500.00	17,500.00
				0.00
Unallocated Balance			12,601.37	12,601.37
			554,000.00	454,784.88
			-104,500.00	(5,284.88)

## Tackling Poverty &amp; Inequalities Budget Breakdown 2015/16

Area of Budget	Committed	Available
Information and Advice Services	£549,000	£0
Staffing	£72,000	£0
European Social Fund	£150,000	£0
Projects	£292,425	£38,075
Admin	£1,500	£0
<b>Total</b>	<b>£1,064,925</b>	<b>£38,075</b>

## TP&amp;I Funded Projects (from Projects budget line above)

Organisation	TP&I Award	Total Project Costs
CFINE	£25,000	£102,385
NES Credit Union	£62,500	£125,000
CLD Hotspot	£86,000	£173,130
Peterhead Projects &	£40,000	£119,065
Fraserburgh Trust Social Regeneration	£40,000	
AVA (Volunteer Centre Aberdeenshire)	£25,425	£40,020
Employer Engagement Post	£13,500	£37,000
<b>Total</b>	<b>£292,425</b>	