



REPORT TO BANFF AND BUCHAN AREA COMMITTEE: 18 JUNE 2019

BANFF AND BUCHAN AREA COMMITTEE BUDGET 2019/20 - APPLICATIONS TO THE AREA INITIATIVE FUND

1 Recommendations

It is recommended that:

- 1.1 the Area Committee considers the applications received in relation to the Area Initiative Fund, as detailed in the Appendices to this report, and determines whether, and to what extent, to award funding,**
- 1.2 should the Committee agree not to allocate the full budget during this initial round, a second tranche of applications be sought by 26 July 2019 and reported to Committee on 20 August 2019.**

2 Background/Discussion

- 2.1 The general purpose of this report is to seek the agreement of the Banff and Buchan Area Committee for the allocation of the Banff and Buchan Area Initiatives Fund 2019/20 which has been set at £80,000.
- 2.2 The recommendations within this report are in line with the criteria for the use of the funds as agreed by the Policy and Resources Committee on 19 April 2007.
- 2.3 At its meeting on 12 March 2019 the Area Committee agreed to allocate the Banff and Buchan Area Committee Budget 2019/2020 of £80,000, to the Banff and Buchan Area Initiatives Fund to, in line with the eligibility criteria outlined in the report, promote the development of community based initiatives supporting the delivery of the following themes:
 - Improving the appearance and maintenance of towns and villages within Banff and Buchan
 - Stronger communities
 - Safer communities
 - Supporting health and active communities
 - Tackling poverty and inequality
 - Transport and connectivity
 - Educational development
- 2.4 Applicants for the Area Initiatives Fund were informed that the budget would contribute up to 80% towards the total cost of a project up to a maximum of £5,000, or a maximum of £10,000 where the work has been identified and prioritised by the community through a Community Action Plan (or an equivalent).
- 2.5 In order to assist the Area Committee to prioritise the applications, all applications have been assessed against a number of criteria and comments from the Area Manager's team have been provided on each application.

- 2.6 To comply with the requirements of the internal auditor, groups have been required to submit a copy of their constitution or Memorandum and Articles and their most recently independently examined accounts.
- 2.7 Three categories of applications have been created to enable Members to have a greater understanding of the status of groups in terms of governance, sustainability, finance and the ability to finalise projects by the end of the financial year 2019/20. The categories below are shown in Appendices 1A, 1B and 1C below.
- **Appendix 1A** – A list of applications from groups which meet the criteria and should be able to deliver their projects before 31 March 2020.
 - **Appendix 1B** – A list of applications from groups which are unable to provide annual accounts at this time.
 - **Appendix 1C** - An organisation which is unlikely to be able to complete its project and have receipts submitted in time for 31 March 2020.
- 2.8 Payment will be made retrospectively when receipts have been obtained as proof that the money been spent in accordance with the proposals applied for. Grants must be claimed before the end of the financial year in which they are awarded and groups which are unable to provide receipts before 31/03/20 will lose their award.
- 2.9 Each successful applicant will be required to provide a short outcome-focussed report on the project and these reports will be presented to Members.
- 2.10 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and are satisfied that the report complies with the Scheme of Governance and relevant legislation.

3. Scheme of Governance

- 3.1 The Committee is able to consider this item in terms of Section B.6.3 of the List of Committee Powers in Part 2A of the Scheme of Governance as it relates to expenditure from the Area Committee Budget.

4. Equalities, Staffing and Financial Implications

- 4.1 An equality impact assessment has been carried out as part of the development of the proposals set out above. It is included as **Appendix 2** and no negative impacts have been identified.
- 4.2 There are no additional staffing or financial implications arising from this report. The management of the budget will be undertaken within existing area management resources.
- 4.3 The proposals outlined in this report are in line with the allocation of financial resources as contained in the 2019/20 Revenue Budget.

4.4 The following risks have been identified as relevant to this matter on a Corporate Level: Budget Pressures; Working with other organisations. No risks have been identified as relevant to this matter on a Strategic Level.

LAURENCE FINDLAY

DIRECTOR OF EDUCATION AND CHILDREN'S SERVICES

Report prepared by: Liz Farquhar, Area Committee Officer (Banff and Buchan)
Date: 30 May 2018

Applications in Alphabetical Order (the balance of funding is in place for all of these applications)

APPENDIX 1A

Organisation	Project	Total Project Cost (£)	Amount Requested (£)	Previous awards/comments
Aberchirder & District Community Association	Upgrading of community pavilion (plumbing, redecoration and gym equipment)	2,982	2,385	This project appears in the Community Action Plan for Aberchirder Previous awards: 2016/17 - £1,760 for new website and equipment; 2017/18 - £1,500 for festive lights; 2018/19 - £6,400 for community garden
Fordyce Community Association	Cladding and insulation for hall storage	3,834	3,067	2017/18 - £5,000 for repair of hall's exterior walls
Fraserburgh & District Community Safety Group	Purchase of two defibrillators	3,200	2,560	
Fraserburgh Community Council	Garden equipment and resilience group equipment (blankets)	1,082	295 570	Garden equipment Blankets
Fraserburgh Heritage Society	Purchase of laser printer	6,000	4,000	
Fraserburgh Sea Cadets	Wind surfing equipment	4,907	3,926	2016/2017 - £1,000 for purchase of VHF radios
Fraserburgh West End Bowling Club	Purchase of lawn mowers	5,959	4,767	2016/2017 - £10,000 for demolition of club house
Friends of Fraserburgh North School	Creation of community garden	6,500	5,000	

Gardenstown Community Hub	Community café (installation of kitchen)	6,688	5,350	This project appears in the Community Action Plan for Gardenstown and Crovie
Home-Start North East, Aberdeenshire	Installation of toilet and phone line at new rented property	4,925	3,940	2017/2018 - £1,238 for "cooking on a budget" classes
Invercairn Community Hall	Heating and boiler replacement	8,909	4,000	
Invercairn Playgroup	Purchase of new furniture	1,597	1,277	
King Edward Community Hall	Replace windows and flooring in hall	5,989	4,790	2016/2017 - £1,760 for kitchen flooring and heating 2017/2018 - £2,400 for kitchen utensils, signage and planning
Macduff Parish Church	Hall refurbishment (Phase 1)	47,713	5,000	
New Aberdour Parish Hall	New hall doors and stair to clock tower	7,776	5,000	
New Byth Community & Playing Field Association	Notice board	2,448	2,040	2018/19 - £1,400 for defibrillator
Portsoy and District Community Council	Purchase of portable stage	3,854	3,083	This project appears in the Community Action Plan for Portsoy 2018/19 - £6,035 for purchase of telescope 2018/19 - £1,748 for purchase of motorised wheelbarrow
1 st Portsoy and Fordyce Scout Group	Hall roof repairs	9,816	5,000	2018/2019 - £5,000 for Purchase of Minibus

Rathen, Memsie & Cortes Community Council	Outdoor educational equipment for Rathen Hall	5,000	4,000	2017/18 - £6,600 for Outdoor equipment for the school 2018/19 - £10,000 for Memsie Play park equipment 2018/19 - £5,000 for Rathen Hall educational equipment
Rathen, Memsie & Cortes Community Council	Purchase and installation of defibrillator	2,100	1,680	As above
Sandhaven & Pitullie Harbour Trust	Purchase of portable cabin, VHF, defibrillator and furniture	7,000	5,000	
Turriff Citizen's Advice Bureau	Training of volunteers to run outreach centres which are aimed at reducing child poverty	21,129	10,000	The CAB has stated that this is mentioned in several Community Action Plans but, to date, has been unable to supply supporting evidence.
	TOTAL	169,408	86,730	

Organisations which have no annual accounts

APPENDIX 1B

Organisation	Project	Total Project Cost (£)	Amount Requested (£)	Previous awards/comments
Banff, Macduff & District Men's Shed	Purchase of tools	6,300	5,000	The group has not been able to provide accounts as they have not been operating for a full year. Copy of bank statement has been requested.
Friends of Aberdeenshire Schools Pipe Band	Equipment and uniforms	6,610	5,000	Accounts have not been audited yet as the group has not been running for a year. Copy of bank statement has been requested.
Rosehearty Harbour & Inshore Fishermen's Association (RHIFA)	Purchase and installation of steel ladders for inner harbour basin	13,383	10,000	No accounts are available as the group was only formed in October 2018. Copy of bank statement has been provided. This project appears in the Community Action Plan for Rosehearty.
St Marnan's Sports Club	Sports equipment	1,250	1,000	The sports club has had a complete change of office bearers and the previous office bearers have not made the accounts available yet. Copy of bank statement has been provided.
	TOTAL	27,543	21,000	

Organisation which is unlikely to be able to meet the 31/03/20 deadline

APPENDIX 1C

Organisation	Project	Total Project Cost (£)	Amount Requested (£)	Previous awards/comments
McRobert Park Association Ltd	Business plan and architectural drawings for planning application to build new Community Hall in Aberchirder	18,000	10,000	This project appears in the Community Action Plan for Aberchirder but it is unlikely that this group will be able to complete its project and have receipts submitted by 31/03/20.
TOTAL		18,000	10,000	

Appendix 1A - Applications total	£ 86,730
Appendix 1B - Applications total	£ 21,000
Appendix 1C - Applications total	£ 10,000
Total of all applications received	£ <u>117,730</u>

APPENDIX 2



EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Education and Children’s Services
Section	Area Manager – Banff and Buchan
Title of the activity etc.	Allocation of Area Initiatives Fund 2019/20
Aims of the activity	The general purpose of this report is to seek the agreement of the Banff and Buchan Area Committee to allocate the Banff and Buchan Area Budget 2018/19 which has been set at £80,000.
Author(s) & Title(s)	Liz Farquhar Banff and Buchan Area Committee Budget 2019/20 - Applications to the Area Initiative Fund

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	N/A
Internal consultation with staff and other services affected.	The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report. Eligible applications have assessed against a set of criteria as outlined in the report.
External consultation (partner organisations, community groups, and councils).	N/A

External data (census, available statistics).	N/A
Other (general information as appropriate).	The Area Initiatives Fund is widely advertised and applications have been received from a number of 3 rd sector organisations who work closely with groups with protected characteristics.

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	No.

Stage 4: Measures to fill the evidence gaps.		
What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.				
	Positive	Negative	Neutral	Unknown
Age – Younger	x			
Age – Older	x			
Disability	x			
Race – (includes Gypsy Travellers)				x
Religion or Belief				x

Gender – male/female	x			
Pregnancy and maternity				x
Sexual orientation – (includes Lesbian/ Gay/Bisexual)				x
Gender reassignment – (includes Transgender)				x
Marriage and Civil Partnership				x

Stage 6: What are the positive and negative impacts?		
Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.	Various 3 rd sector organisations will benefit from this fund which will enable the delivery of projects targeted at certain groups including: children have the best start in life; older people and community care; supporting communities and volunteering.	

Stage 7: Have any of the affected groups been consulted?	
If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	No

Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?		
These should be included in any action plan at the back of this form.	Mitigating Steps	Timescale

Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	N/A

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?
The Area Committee Budget is widely advertised and aligns with key community planning priorities including ensuring children have the best start in life; older people and community care; supporting communities and volunteering.

Stage 11: What equality monitoring arrangements will be put in place?	
These should be included in any action plan (for example customer satisfaction questionnaires).	Regular budget monitoring, and successful applicants will be expected to report back to Area Committee on their outcomes.

Stage 12: What is the outcome of the Assessment?		
Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	No negative impacts have been identified.	
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.
N/A

Stage 14: Sign off and authorisation.				
Sign off and authorisation.	1) Service and Team	Education and Children's Service		
	2) Title of Policy/Activity	Area Committee Budget – Area Initiatives Fund		
	3) Authors: I have completed the equality impact assessment for this policy/activity.	Name: Liz Farquhar Position: Area Committee Officer Date: 05/06/19 Signature:	Name: Position: Date: Signature:	
		Name: Position: Date: Signature:	Name: Position: Date: Signature:	
	4) Consultation with Service Manager	Name: Date:		
	5) Authorisation by Director or Head of Service	Name: Angela Keith Position: Interim Area Manager Date: 05/06/19	Name: Position: Date:	
	6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.			Date: 05/06/19
	7) EIA author sends a copy of the finalised form to: eia@abdshire			Date: 05/06/19
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:	