

# Public Document Pack

## JOHN WARD

Head of Finance and Governance Services

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A meeting of **Grants and Concessions Panel** will be held in Committee Room 2, East Pallant House on **Thursday 21 January 2016 at 12.00 pm**

MEMBERS: Mrs E Lintill (Chairman), Mrs C Apel, Mr I Curbishley, Mr J F Elliott, Mrs N Graves, Mrs D Knightley, Mrs P Plant and Mrs P Tull

## AGENDA

The public, including the press, should be excluded from the meeting on the grounds of exemption under Parts I to 7 of Schedule 12A of the Local Government Act 1972, as indicated against the item and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

- 1 **Apologies for Absence**  
Any apologies for absence that have been received will be noted at this point.
- 2 **Approval of the Minutes** (Pages 1 - 5)  
To approve as a correct record the minutes of the Grants and Concessions Panel meeting held on Thursday 22 October 2015.
- 3 **Matters Arising from the Minutes**  
Any matters arising as a result of the previous minutes.
- 4 **Declarations of Interest**  
Members and officers are reminded to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they may have in respect of matters on the agenda for this meeting.
- 5 **Grants Review - Task and Finish Group** (Pages 6 - 25)  
The Panel are asked to consider revisions to the Grants and Concessions Policy and New Homes Bonus (Parish Allocations) Policy following the Review undertaken by the Task and Finish Group. Mr Hyland will provide an oral update on the New Homes Bonus proposal to Parishes.
- 6 **Repurposing of the Low Carbon Chichester District Fund to the Chichester Warm Homes Initiative** (Pages 26 - 28)  
The panel is requested to agree to transfer £77,843 from the Low Carbon Chichester District Fund to the Private Sector Renewal Budget for the Chichester Warm Homes Initiative.
- 7 **Grant and Concession Priority Areas**  
The Panel is asked to discuss consolidating the priority areas for funding.
- 8 **Service Funding Agreements and Contracts**  
A summary report will follow with copies available for members at the meeting.

- 9      **Request for Grant Extension**  
For decision.
- 10     **Concessionary Rent Application (Pages 29 - 34)**  
For decision.
- 11     **Grants and Concessions Financial Summary (Pages 35 - 36)**  
To note the financial information, fast track grants approved since the last meeting and any grants nearing the three year cut off.

APPLICATIONS ARE MADE IN ORDER OF THE COUNCIL'S PRIORITIES AND PRINCIPLES FOR FUNDING

- 12     **Grant Application - Economy 1 (Pages 37 - 38)**  
For decision.
- 13     **Grant Application - Economy 2 (Pages 39 - 40)**  
For decision.
- 14     **Grant Application - Health and Wellbeing 1 (Pages 41 - 42)**  
For decision.
- 15     **Grant Application - Health and Wellbeing 2 (Pages 43 - 44)**  
For decision.
- 16     **Grant Application - Health and Wellbeing 3 (Pages 45 - 46)**  
For decision.
- 17     **Grant Application - Health and Wellbeing 4 (Pages 47 - 48)**  
For decision.
- 18     **Grant Application - Housing and Neighbourhoods 1 (Pages 49 - 50)**  
For decision.
- 19     **Grant Application - Housing and Neighbourhoods 2 (Pages 51 - 52)**  
For decision.
- 20     **Grant Application - Housing and Neighbourhoods 3 (Pages 53 - 54)**  
For decision.
- 21     **Grant Application - Transport and Access 1 (Pages 55 - 56)**  
For decision.
- 22     **Grant Application - Transport and Access 2 (Pages 57 - 58)**  
For decision.
- 23     **Fast Track Fund**  
To agree any additional funding for Fast Track applications.
- 24     **Next Meeting**  
To note the date of the next meeting as Thursday 24 March 2016 at 2.30pm in Committee Room 1.

# Public Document Pack Agenda Item 2



Minutes of the meeting of the **Grants and Concessions Panel** held in Committee Room 1, East Pallant House on Thursday 22 October 2015 at 2.30 pm

**Members Present:** Mrs E Lintill (Chairman), Mrs C Apel, Mr J F Elliott, Mrs D Knightley, Mrs P Plant and Mrs P Tull

**Members not present:** Mr I Curbishley and Mrs N Graves

**Officers present:** Mr D Cooper (Group Accountant), Mr T Day (Environmental Coordinator), Mr M Gammon (Trainee Assistant Accountant), Mr D Hyland (Community and Partnerships Support Manager), Mrs V McKay (Deputy Estates and Valuation Manager), Miss L Higenbottam (Member Services Assistant), Mrs K Pellett (Economic Development Officer) and Ms E Powell (Estates Surveyor)

The public are likely to be excluded from any discussion at which this report is considered on the grounds that it is likely that there would be a disclosure to the public of “exempt information” of the description specified in Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information) of Part I of Schedule 12A to the Local Government Act 1972 and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## 74 **Apologies for Absence**

Apologies for absence had been received from Mrs Graves, Mr Curbishley and Miss Williams.

Mrs Lintill welcomed Mr Gammon to his first meeting.

## 75 **Approval of the Minutes**

That the minutes of the Panel meetings held on Tuesday 21 July 2015 and Thursday 24 September 2015 be approved and signed by the Chairman as a correct record.

## 76 **Matters Arising from the Minutes**

On 6 October 2015 Cabinet resolved that the recommendation of the Grants and Concessions Panel in relation to the one application received under the New Homes Bonus (Parish Allocations) Scheme that exceeds the Cabinet Member for Community Services' £25,000 delegation limit, that is to award £42,430 to Chidham

and Hambrook Parish Council in order to provide disabled access to the first floor of the Chidham and Hambrook Village Hall, be approved.

The first Grants and Concessions Task and Finish Group meeting will take place on 10 November 2015.

In reference to minute 31 of the 24 September 2015 Panel Mr Hyland explained that Bosham Parish Council had advised a variation to the project in that the single defibrillator had been costed at £1,885. This variation to the project was noted.

**77 Declarations of Interest**

Mrs Apel declared a personal interest in relation to agenda item 6 as a trustee of Stonepillow.

**78 Concessionary Rent Application**

**The Fernhurst Centre:**

**RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:**

That the Lessee's (The Fernhurst Centre) request to maintain the proportion of rent subsidy to market rent producing a small increase in the concessionary rent be agreed as set out in section 6 of the report.

**Alternative options considered and rejected:**

That the Lessee's (The Fernhurst Centre) request to maintain the proportion of rent subsidy to market rent producing a small increase in the concessionary rent be rejected.

**79 Grants and Concessions Draft Annual Report**

At the Panels meeting held on 21 July 2015 Miss Williams invited members to email comments on the draft Grants and Concessions Annual Report.

The Panel agreed the report was an impressive piece of hard work and highly informative.

**RESOLVED**

That the Grants and Concessions Annual Report 2014/15 be endorsed subject to the following amendments:

1. The amendment of the fast track allocation on page 34 to read £15,000
2. An addition to page 42 explaining where any changes to the priorities and principles of funding will sit in the annual report as a result of the Grants Task and Finish Group
3. The addition of funding agreements with Chichester Festival Theatre and Pallant House Gallery

## 80 Grants and Concessions Financial Summary

The Panel considered the report. Mr Cooper drew attention to the value of the applications to be considered at the meeting and reminded the Panel that the budget would be a maximum of £250,000 for this year with £205,000 remaining. The Panel noted the following fast track delegated grant applications decided since the last meeting:

### **RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:**

**Applicant:** The Chichester City Band

**Priority:** Health and Wellbeing

**Purpose:** Purchase of musical instruments

**Sum Requested:** £1000

**Sum Approved:** £500

**Reasons:** Funding for the purchase of instruments is proportionate to the number of young people expected to use the service from Chichester District

### **RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:**

**Applicant:** Harting Village Pre-School Group

**Priority:** Environment

**Purpose:** Outdoor play space and access to nature

**Sum Requested:** £1000

**Sum Approved:** £1000

**Reasons:** Increasing the sustainability of a charity run pre-school

### **RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:**

**Applicant:** Liaise @ Frontline

**Priority:** Health and Wellbeing

**Purpose:** Free help and debt advice service based in Petworth

**Sum Requested:** £450

**Sum Approved:** £450

**Reasons:** Modest request for an essential service

### **RESOLVED BY THE CABINET MEMBER FOR FINANCE IN CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:**

**Applicant:** Petworth Youth Association

**Priority:** Housing and Neighbourhoods

**Purpose:** CCTV equipment purchase and installation

**Sum Requested:** £450

**Sum Approved:** £450

**Reasons:** CCTV will help staff, volunteers and users feel safer which will in turn help maintain participation at the centre

81 **Grant Application - Economy 1**

**RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:**

**Applicant:** The Hamblin Trust

**Declarations of Interest:** N/A

**Priority:** Economy

**Purpose:** Provision of six holiday lodges for adults at the Hamblin Trust in Bosham

**Sum Requested:** £15,000

**Sum Approved:** £15,000

**Reasons:** To support sustainability of the core business and provide accommodation to support the tourist industry of the district

**Grant Conditions:** The grant will be awarded once building works are ready to commence

**Alternative options considered and rejected:** £0 due to accommodation limited to adult guests

82 **Grant Application - Economy 2**

**RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:**

**Applicant:** Young Start-Up Talent Ltd

**Declarations of Interest:** N/A

**Priority:** Economy

**Purpose:** To establish a new entrepreneurial programme in Chichester district

**Sum Requested:** £20,000

**Sum Approved:** £20,000

**Reasons:** To establish new businesses in the district and encourage partnerships between education and local businesses

**Grant Conditions:** £10,000 to be awarded initially with a further £10,000 following a satisfactory report in six months supporting performance against delivery plan targets

**Alternative options considered and rejected:** £20,000 in one lump sum

83 **Grant Application - Health and Wellbeing**

**RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:**

**Applicant:** Home-Start Chichester & District

**Declarations of Interest:** N/A

**Priority:** Health and Wellbeing

**Purpose:** Supporting vulnerable families with young children who are experiencing stress, isolation and social exclusion in the Chichester District

**Sum Requested:** £7,000

**Sum Approved:** £7,000

**Reasons:** To support those most vulnerable in the district

**Grant Conditions:** N/A

**Alternative options considered and rejected:** £0 due to repeat applications

84 **Grant Application - Housing and Neighbourhoods**

**RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES, IN CONSULTATION WITH THE PANEL:**

**Applicant:** The Phoenix Snak Shak Ltd

**Declarations of Interest:** N/A

**Priority:** Housing and Neighbourhoods

**Purpose:** To continue providing the premises for the Snak Shak youth drop in based in Selsey

**Sum Requested:** £5,000

**Sum Approved:** £5,000

**Reasons:** To support an organisation engaging with youth

**Grant Conditions:** The grant is awarded on this occasion but the organisation is encouraged to discuss working with other similar provisions in the area

**Alternative options considered and rejected:** £0 due to costs supporting rent payment

85 **Next Meeting**

The date of the next meeting was confirmed as Thursday 21 January at 2.30pm in Committee Room 1.

The meeting ended at 3.30 pm

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CHAIRMAN

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Date:

# Agenda Item 5

## Chichester District Council

Grant and Concessions Panel

21 January 2016

### Grants Review – Task and Finish Group

#### 1. Contacts

**Report Author:**

Dave Hyland, Community and Partnerships Support Manager

Tel: 01243 534864 E-mail: [dhyland@chichester.gov.uk](mailto:dhyland@chichester.gov.uk)

#### 2. Recommendation

- 2.1. Grants and Concessions Panel are asked to consider revisions to the Grants and Concessions Policy and New Homes Bonus (Parish Allocations) Policy following the Review undertaken by the Task and Finish Group.

#### 3. Background

- 3.1. At the last meeting the Grants and Concessions Panel in October, a Task and Finish Group, to be chaired by Cllr Mrs Lintill, was agreed, and the scope of the review considered. The Task and Finish Group consisted of the Chairman with Cllrs Mrs Tull, Mrs Graves and Mrs Plant.
- 3.2. The scope of the review was broadly to consider the longevity of both forms of funding and their continued operation in light of experience over the last three years. The Task & Finish Group have met on three occasions, and have concluded a number of recommendations which have been worked into revised Policy documents, which will need to be recommended to Cabinet for adoption.

#### 4. Proposal

- 4.1. The Task and Finish Group recommends that:

**In respect of the Low Carbon Chichester District Fund**

- That the remaining £77,843 Low Carbon Fund be reallocated to support the Chichester District Council and Your Energy Sussex Warm Homes Initiative

**In respect of New Homes Bonus (Parish Allocations)**

- That the New Homes Bonus fund be reduced to £250,000 per year, effective from financial year 2016-17
- Funding will be subject to annual confirmation by Cabinet
- That a £100,000 cap be placed on Chichester City Council New Homes Bonus applications
- That the New Homes Bonus monies be divided between those parishes with a minimum net change of five houses over the last three years



### **In respect of discretionary Grants**

- That the Grants and Concessions fund be reduced to £175,000 per year, effective from financial year 2016-17;
- That the general grants budget uncommitted sums accrued from financial years 2010-11 to 2015-16 be ring-fenced and used to fund the grants programme from 2016-17;
- That the balance held in the Grants and Contributions Reserve and subsequent annual revenue contributions be used to fund the grants programme from 2016-17;
- That Cabinet give consideration to including the funding of the grants programme within the base budget once these funds have been exhausted; currently forecasted to be from 2020-21.
- That the “Priorities and Principles” of funding are significantly refined to give greater clarity regarding what the Council will fund, and by omission, what it will not.

- 4.2. Accordingly, officers have provided draft revised Policies in respect of both New Homes Bonus (Parish Allocations) (appendix 1) and Grants and Concessions (appendix 3) for consideration by the Panel. Further, revisions have been suggested for the respective Guidance documents (appendix 2 and appendix 4). Whilst these are for the Panel to agree, it was felt necessary to develop these to a point where Cabinet could have a better appreciation of the change in approach.
- 4.3. It has been anticipated by officers that the Panel will need to develop clearer guidance with regarding the eligibility to Discretionary Rate Relief. While this is something that the Panel will consider in the coming year, this has been anticipated and therefore reference to “exceptional circumstances” has been removed from the Policy in section 12.
- 4.4. Assuming Cabinet approve the two Policies, the Grants and Concessions Panel will need to agree revisions to all guidance documentation, including Application Forms before the revised scheme can be implemented. Revised Priorities and Principles will also need to be developed for separate approval by Cabinet.

### Appendices:

- 1 Draft New Homes Bonus (Parish Allocations) Policy
- 2 Draft New Homes Bonus (Parish Allocations) Eligibility guidance
- 3 Grants and Concessions Policy
- 4 Grants and Concessions Eligibility guidance

## **NEW HOMES BONUS (PARISH ALLOCATIONS) POLICY**

### **1 Why does Chichester District Council disperse New Homes Bonus monies?**

1.1 New Homes Bonus (NHB) is a source of local government funding from Government that is paid in expectation that it rewards communities that have taken Housing growth. The Government has also stated that Councils should consult their communities on how it is used.

1.2 In December 2015, Chichester District Council approved amendments to the New Homes Bonus (Parish Allocations) Policy that, subject to application, passes New Homes Bonus monies to Parish Councils for locally identified projects. This is in addition to the existing Grants and Concessions available to a wider range of businesses, groups and organisations.

1.3 The amount of money to be made available in any financial year will be confirmed by Cabinet in advance, and will be subject to receipt of New Homes Bonus from Government.

1.4 Chichester District Council has made a clear commitment to work closely with Parish Councils. They are well placed to advocate the needs and aspirations of their respective communities and have the probity and transparency necessary for project delivery.

1.5 The intention of this policy is to define what Chichester District Council seeks to achieve by dispersing these funds to communities, and the means of doing so in a fair and transparent manner.

### **2 What are the Aims and Objectives of funding Parish led projects through NHB?**

- To improve quality of life for the community, and stimulate cohesive and vibrant communities
- To allocate monies and reward communities where significant development has occurred
- To facilitate infrastructure where there are deficits within a community or area
- To enhance local facilities available to new and existing residents
- To encourage communities to identify their needs and work collaboratively to address them

### **3 Who is this Policy for?**

This New Homes Bonus (Parish Allocations) Policy will continue to be the reference point for future decision making, and is therefore of relevance to:

- Council Members and Officers in determining how decisions are made
- Parish Councils applying for funds
- Local residents, to see how government funding / public monies are invested back into their communities
- Local partners and other funding bodies, to outline our intentions and achieve mutual clarity

## 4 Background

4.1 In 2013, Council allocated approximately £450,000 of NHB monies to Parishes. An experimental process was developed, with significant flexibility in what money could be used for when compared with the Council's existing discretionary grants. The onus was on Parishes to identify local projects and consult to determine local support for them. The existing Grants and Concessions Panel were recognised as having practical experience in considering requests for funding from community based initiatives and were tasked with formally considering NHB requests at a special meeting in October 2013.

4.2 The trial was successful in bringing forward project proposals and allocating funds. It was then used as the basis for the New Homes Bonus (Parish Allocations) Policy approved in 2014, which saw allocations of approximately £280,000 in 2014 and £270,000 in 2015.

4.3 A review undertaken by a Task and Finish Group of the Grants and Concessions Panel was initiated in 2015, to consider the potential long term role of New Homes Bonus (Parish Allocations) in the face of increasing uncertainty of receipt from Government. In light of this and the level of approved projects in the preceding years, it was recommended to reduce the annual allocation to £250,000 (subject to the annual budget approval by Cabinet).

## 5 How decisions will be made

5.1 The decisions of Chichester District Council are made by the Cabinet, who meet regularly to make decisions relating to all areas of the Council's work. To provide sufficient scope for full consideration of the requests for allocation of NHB, the Grants and Concessions Panel have been authorised to take on that additional task (See Section 10 Delegation List)

5.2 The Council have approved this Policy. Specifically, they have approved the additions to the Terms of Reference of the Grants and Concessions Panel which effectively sets the parameters in which they work.

5.3 The Grants and Concessions Panel will hold a special meeting annually to consider requests for NHB funding. While NHB monies are not grants but the dispersal of monies linked to new homes, it is recognised that the Panel have valuable knowledge and experience which could be pertinent to determining the viability of projects.

5.4 Well in advance of the annual meeting, parishes will be contacted and invited to identify projects for consideration, and a closing date will be set. The specifics of the information required to support projects will be confirmed by Grants and Concessions Panel, along with appropriate guidance (see section 8 below).

5.5 To facilitate informed discussion of NHB proposals, officers will be tasked ahead of the annual meeting to review applications against policy and guidance and summarise key points in a report for Panel Members' consideration.

5.6 Transparent decision making requires reference and adherence to a significant amount of detail, which could make this Policy very lengthy and complicated. To avoid the bureaucracy of revising the Policy each time, the detail of application and decision processes is contained within separate guidance documents provided to Parish Councils annually. Changes to these guidance notes will be considered and approved by the Grants and Concessions Panel (See section 9 Delegation list)

## 6 How decisions will be notified

6.1 Parish Councils will be notified of the Panel's decision, including any caveats to funding, in writing. The amount of NHB to be given to a parish and a description of the project/s will be publically available information.

6.2 Information provided by Parishes in support of bids, including all financial information, will remain confidential at all times both before and after the decision. Accordingly, the special Panel meeting is not open to the public.

6.3 If a project is to be funded (in whole or in part) with NHB funds then the Parish Council will be issued with a funding agreement committing them to the delivery of the project, and outlining their responsibilities or those they delegate to the partners they chose to work with. Non-compliance with the agreement could affect the outcome of bids in subsequent years.

## 7 Financial support available

7.1 **Cabinet have agreed an allocation of £250,000 for the financial year 2016-17. The programme remains** subject to receipt from Government, so will be confirmed annually by Cabinet and reported in its minutes. Any changes will be specifically highlighted in the annual call for projects from Parishes.

7.2 Given the fundamental link between NHB and new homes built, the allocation of funds to parish projects will be informed by the data the Council holds on new occupations (the point at which someone moves into a newly built home). To allow for peaks and troughs, occupations for the preceding three years will be identified and the £250,000 (or annual allocation if revised) will be split in proportion to the number of occupations per parish.

7.3 **In this indicative allocation, Parishes who have seen less than 5 new homes built in the past three years will not be eligible for New Homes Bonus, but will still be eligible to apply to the Councils discretionary grant programme. The City of Chichester has a capped allocation of £100,000.**

7.4 This figure does not form an allocation to the parish. It should be considered by the Parish as an indication of the likely funds available and guide their consultation with residents in the identification of projects. The Panel will use the figures in their consideration of projects but could agree to reasonable variation if a good case is made.

7.5 While it is hoped that the process will ensure full dispersal of the allocation each year, if a significant underspend is left after bids considered, the Panel could

consider a further round within the financial year, or roll forward monies to extend the programme in future years.

## 8 Governance

8.1 The Grants and Concessions Panel is further directed by Cabinet to:

- Make decisions in accordance with the direction set by Cabinet, and the New Homes Bonus Policy.
- **Review and update the application process, documentation and supporting guidance.**
- Meet at least once a year to consider applications from Parish Councils.
- Detail a process for Parishes to follow to identify projects for consideration with any supporting guidance necessary to assist.
- Highlight exemplar projects that typify the anticipated use of NHB funds

## 9 Delegation summary

9.1 Council will annually approve the budget available for NHB allocations, any changes to Policy in order to achieve the Councils preferred use of these monies, and any adjustments to delegations to achieve efficiency and transparency.

9.2 The Cabinet Member for **Community Services** (as chair of the Grants and Concessions Panel, and in consultation with that Panel) is delegated to approve, subject to the terms of the New Homes Bonus (Parish Allocations) Policy and associated criteria:

- Awards of up to £25,000 for any single project or where the total value of multiple projects from the same Parish does not exceed £25,000.
- Agreement of the detail of application process, documentation and supporting guidance.
- Subsequent variation to application process, documentation and supporting guidance to ensure the continued effectiveness of the process and consistency with the New Homes Bonus Policy.

9.3 For the avoidance of doubt, where a request exceeds the delegation, a recommendation will be made to Cabinet. Where the Cabinet Member for **Community Services** has a prejudicial interest, then the Cabinet Member for **Finance** is delegated to approve all items as identified above.

## Appendix 1 – Guidance Documents

- 1 Eligibility/criteria
- 2 How to complete the application
- 3 How the Grants and Concessions Panel consider applications
- 4 Guidance for Ward Member involvement

## What and who is eligible for New Homes Bonus (Parish Allocations)?

### Allocations

Chichester District Council has confirmed an allocation of New Homes Bonus for 2016/17 of £250,000 for bids. Intended as a reward for communities that have accepted housing growth, Parishes are encouraged to engage with their residents and identify what the local priorities are, and develop projects around them.

Projects could look to bring forward infrastructure requirements previously highlighted through the District Council's Infrastructure Delivery Plan, or identify other issues or priorities within the community, or wider local area. Parish Councils are encouraged to work in partnership with neighbouring Parishes so that monies can be used to best effect and in the shortest period of time.

NHB allocations could be considered to have greater flexibility than other grant sources, including projects that this Council might otherwise consider to be the responsibility of another funder or statutory body. However, funding sought for projects identified within the Council's Infrastructure Delivery Plan to be delivered by another funding source would need to justify why the project is being brought forward ahead of the anticipated sources of funding.

Chichester District Council will not fund projects that are for the sole benefit of:

- a belief or group of believers
- a Political organisation
- an organisation in dispute with Chichester District Council
- Private individuals
- National appeals
- Loan repayments
- Retrospective costs incurred
- residents or businesses outside of the Parish (although applications in partnership with neighbouring parishes are encouraged – see "General Information")

### Determination Process

- The Cabinet has delegated the distribution of NHB monies to the Grants and Concessions Panel. A special meeting of the Grants and Concessions Panel has been called for September 2016, and it is hoped to allocate the full balance at that meeting.
- The Grants and Concessions Panel consists of eight elected Council Members, chaired by the Cabinet Member for Finance.
- To be considered by the Panel, applications and supporting documentation must be submitted by the 29<sup>th</sup> July 2016.
- Council officers may, in certain circumstances, contact the applicant with questions relating to the submitted application. This is in order to provide the Panel with the best supporting information to determine the application. They will not be able to assist with improving an application at this stage.

- If you would like any advice or guidance with regard to a prospective application, then please speak with your local District Councillor, or contact the Communities Team [community@chichester.gov.uk](mailto:community@chichester.gov.uk) 01243 534864
- Completed applications will be assessed against the following considerations, prior to presentation to the Grants and Concessions Panel:
  - **The amount and impact of development in the Parish.** Applications may also reflect on the impact of new development in neighbouring parishes, if that impact can be seen within the Parish.
  - **The Infrastructure Needs** identified by the Parish within the Infrastructure Delivery Plan
  - **The sustainability of the project.** What local commitment is there to its delivery, and on-going support? NHB should be viewed as a one off allocation and not create a dependency on future grant provision.
  - **The level of financial contribution.** How is the project funded, what is the level of local financial support, what other funders are committed?
  - **Value for Money.** Projects must demonstrate the appropriate use of public funds.

Where the project has not previously been listed or highlighted for inclusion of the Council's Infrastructure Business Plan, the Panel will also consider:

- **The expected benefit of the proposed project**
- **The evidence of community need**
- **The level of public support** for the Parishes nominated project, and the process of identifying local priorities.

## **General Requirements**

Applicants must:

- Complete all sections of the application form. The forms have been designed in recognition that the level of detail expected is proportionate to the amount of funding being requested.
- Describe the project, facility or service for which funding is sought, including the intended outcomes. For requests above £10,000, a project or service delivery plan, or a business plan covering the period of grant applied, should be included.
- State the amount of funding sought, including costings of the project, and the governance arrangements to monitor the spend and progress of the project.
- If the Parish is not directly delivering the project, then the delivery partner will need to be identified, and a copy of their constitution and last two years accounts provided.
- Only spend a successful award on the purpose applied for.
- Notify Chichester District Council as soon as possible should a grant or any part of, not be required.
- If successful, sign an agreement with commitments to the Parish Council in regard to the delivery of the project, monitoring of the spend and reporting back to the District Council on success, to support evaluation and wider learning.



Where the project involves building projects or land use, applicants must also:

- Obtain appropriate permissions from owner.
- Normally, obtain planning permission, building regulation or statutory consent before an application is submitted if applicable. However, significant projects may be given an “offer of award” conditional on getting the necessary permissions.
- Supply an independent survey for renovation projects.
- Provide a full breakdown of costs and, where an external contractor for ground or building works will be used, supply three quotes.
- Create public access to sites of interest where appropriate.

### **General Information**

- As a benchmark, an indicative distribution of the NHB monies by Parish, based on levels of development over the last three years, has been set out (see appendix 1). Monies will only be allocated to successful applicants, so this is not a pre-approved allocation. Parishes are welcome to consider bids in excess of the amounts shown, but will need to make a stronger case about the impact of development from outside of the Parish. The Panel will consider variation up to 10% over the indicative figure (capped at £2000)
- Allocations of NHB monies have no bearing on any applications the Parish may also wish to make to the Council’s existing Grants programme 2016-17 (full details available on the Council’s website [www.chichester.gov.uk/grants](http://www.chichester.gov.uk/grants)), but should not duplicate.
- Grants cannot be sought retrospectively for projects that have already started (or completed). Applicants must await a written decision on their application before undertaking any associated works.
- Volunteer time and support in kind can be taken into consideration as part of the calculation of the total value or cost of the project.
- **Applications must make the connection between their community and the proposed benefit of the project. Projects that have users from a wider geographic area may be eligible, and applications where Parishes collaborate or co-ordinate on bids are strongly encouraged.**
- The expectation is that projects should be deliverable within the following 12 months, and applications will need to outline the delivery timescale. Where the Panel is happy to make the award available where delivery may extend beyond that period, an “offer of award” would be valid for three years from the date on which the grant was allocated. Any request for extension or revision of terms of the grant would be subject to review by the Grants and Concessions Panel.
- Payments will be made directly to the Parish Council who will be obligated to ensure the delivery of the project, and any specific conditions set by the Grants and Concessions Panel.
- For construction projects, payment of the grant may be paid by installment against the progress of works, if this is considered appropriate. This would be at the discretion of the Grants & Concessions Panel, and subject to the value of works exceeding grant made at each stage.
- Should the total cost of a project reduce at any time during the life of the project, the amount of award may be reduced on a pro rata basis.



# Grants and Concessions Policy

## 1 Why does Chichester District Council give grants and concessions?

1.1 The development of the Council's Corporate Plan recognises the role that Chichester District Council plays in achieving the aspirations for the local area, shared by both the people that live and work here and the organisations that serve them. Working to achieve these aspirations is best done through co-operation or partnership. The District Council has identified the areas where it can contribute most effectively, reflecting both the statutory responsibilities we hold and the best interests of local tax payers.

1.2 Chichester District Council has a long history of awarding appropriate and timely financial support to local businesses, community groups and voluntary organisations and we want to continue this, despite increasing financial constraints.

## 2 What is the purpose of the Council's Grants and Concessions Policy?

- recognise that there are other organisations that are better or uniquely placed, to achieve certain outcomes.
- define what Chichester District Council seeks to achieve by giving financial support
- have a single and transparent process for how we give financial support.
- To improve outcomes and quality of life for the community
- To target funding where it will have the greatest benefit, and address inequalities

## 3 Who is this Policy for?

This updated Grants and Concessions Policy will continue to be the reference point for future decision making, and is therefore of relevance to:

- Council Members and Officers in determining how decisions are made
- Applicants to the Council for financial support, to understand what they may be able to receive. Applying "Organisations" are typically businesses, charities, community or voluntary groups located in and serving the needs of the local area.
- Local residents, to see how elements of the Council Tax they pay is invested back into their communities
- Other grant giving bodies, to outline our intentions and achieve mutual clarity

## 4 Review 2015

4.1 Since inception the Grants and Concessions Policy has been regularly reviewed. Annual reporting provides an opportunity for review and continuous improvement, but formal reviews were implemented in 2011 and most recently in Autumn 2015 (looking specifically at Grants). Grants have been

sustained since 2009 primarily through the use of the Council's Capital reserves, and (looking ahead to a time when these are exhausted) it was felt timely to look to the long term continuance of Grants.

4.2 The Review concluded that cumulatively, the total level of grant funding made available would need to reduce, but critically this was with a view to sustaining Grant giving into the longer term.

4.3 The Review also concluded that in order to make best use of the resources available, the Council needs to be much clearer about what it is looking to fund – and by omission what it will not.

4.4 The Priorities and Principles for Grants and Concessions funding have also been reviewed, and will be reviewed and published annually (and considered appended to this Policy).

## **5 The West Sussex Compact**

5.1 In reviewing this Policy, Chichester District Council has observed The West Sussex Compact, which it signed up to in 2005. The Compact is an agreement between statutory organisations and the voluntary and community sector, which seeks to improve relationships. The document contains a set of commitments made by both sides.

## **6. How decisions will be made**

6.1 The decisions of Chichester District Council are made by the Cabinet, who meet monthly to make decisions relating to all areas of the Council's work. To provide sufficient scope for full consideration of the requests the Council receives for financial support, the Cabinet has established the Grants and Concessions Panel.

6.2 The Cabinet and full Council have approved this Policy (and specifically the Terms of Reference of the Panel) which effectively set the parameters in which they work.

6.3 The Grants and Concessions Panel will meet regularly to consider applications. In order to make timely decisions, the Chair of Panel is a Cabinet Member and has delegated powers to approve or decline applications. To facilitate a timely response to small grant applications (below £1001) outside of the Panel meeting cycle, the Chair/Cabinet Member can use their delegated power in consultation with two other Panel members.

6.4 To facilitate informed discussion and decision making at Panel meetings, officers are tasked ahead of Panel meetings to assess individual applications and prepare reports that comment on a range of issues (without recommendation).

6.5 There are some areas of decision making (such as discretionary rate relief) where successful applicants must conform to clear criteria. In such circumstances, the administrative task of determining if an applicant meets

those criteria is delegated to officers. Applications that fall outside this criteria (such as higher value applications, or those requiring discretion) are taken to the Panel for a decision.

6.6 Annually, the Panel will receive (and subsequently present to Cabinet) an annual Monitoring Report, that will identify all financial assistance made to organisations in the past year. This report will consider allocations against various indicators, such as the priorities for funding, location in the District, type of organisation etc. Consideration of report will determine the success of Grants and Concessions, and identify any actions required.

6.7 Transparent decision making requires reference and adherence to a significant amount of detail. The detail of application and decision processes is contained within a publicly available framework of guidance documents (summarised at Appendix 1). Changes to these guidance notes will be considered and directed by the Grants and Concession Panel, avoiding the requirement for regular Policy amendments by Cabinet.

## **7 How decisions will be notified**

7.1 Applicants will be notified of the Panel's decision, including any caveats to awards, in writing. For all requests, the amount of the application, the name of the recipient and its specific purpose will be publically available information. For all successful applicants, the amount of the award will also be recorded. For grants, recipients will be required to specifically identify the award in their accounts.

7.2 Where a Grant award is agreed, the successful applicant will be offered a "Funding Agreement" which will detail standard conditions and any specific conditions of grant agreed by the Panel. This will need to be formally accepted by the applicant before any payment is made.

7.3 Information contained within application forms, including all financial information, will remain confidential at all times both before and after the decision on an application. Accordingly, Panel meetings are not open to the public. In the exceptional circumstance that matters were referred on to Cabinet, the item would be heard in Part II.

## **8 Types of financial support**

This section identifies the different types of financial support available to organisations, and those who can apply. Reference should be made to the relevant guidance documents where appropriate.

## **9 Grants**

9.1 Two types of Grants can be applied for:

-Grants for up to £1,000 can be submitted at any time and will be considered outside of Panel meetings.

-Grants over £1,000 will be considered at the regular Panel meetings, and closing dates will precede these by approximately one month. Dates will be advertised on the Council's website.

#### 9.2 Separate guidance notes set out:

- The Priorities and Principles for Grants, reviewed annually, which identifies the types of applications the Council is keen to attract.
- The specifics of completing application forms and supporting documentation.
- The advice and guidance provided by Funding Advisers in response to enquiries
- How applications will be assessed by Funding Advisers after submission, the reporting format to Panel and the scoring and peer review/moderation used to ensure consistency across the organisation.

### 10 Funding Agreements

10.1 Chichester District Council maintains a number of ongoing financial arrangements with Voluntary Organisations, which are conditional upon performance against a Funding Agreement which sets out the duration and purpose of the funding and the expected outcomes. Monitoring and renewal of these Funding Agreement is undertaken by officers, but will be referred to the Grants and Concessions Panel where, for instance, performance issues require consideration of the continuance of funding. Details of all Funding Agreements will be provided in the Annual Monitoring Report.

### 11 Concessionary Rents

11.1 Where the Council has ownership of land or property, the income it derives provides the means to deliver services to local residents. However, financial assistance can be given to occupiers by letting at a subsidised or concessionary rent.

11.2 Small start up businesses can secure accommodation at St James Industrial Estate at a concessionary rent for the first two years of occupation: year one at 50% of market rent and year two 75% of market rent (full rent from year three onwards). Applications for occupation and rent reviews that meet these criteria are delegated to officers, and requests for further discretion are referred to the Grants and Concessions Panel.

11.3 The remainder of the Council's property portfolio is as diverse as the organisations that occupy them (from Chichester festival Theatre to Scout huts), but typically these are historic arrangements. Consequently there are no processes for applying for concessionary accommodation. Officers are tasked to manage the tenancies of occupied properties including the reduction in the size of concession provided, and therefore the renewal of leases that meet those **criteria** are delegated to officers. Details of all concessionary rents will be provided in the Annual Monitoring Report.

### 12 Discretionary Rate Relief

12.1 Non-Domestic Rates ("Business Rates") are payable on any property that is not residential or domestic. There are a number of mandatory

discounts that are nationally applicable and not a matter for Council Policy. However there are further discounts that have been agreed by Chichester District Council. Some have clear **criteria** and can be administered under delegation to officers, and some require consideration of the circumstances of the applicant and require the discretion of the Grants and Concessions Panel.

12.2 **Charities** and Community Amateur Sports Clubs (**CASCs**) are entitled to 80% mandatory relief. The Grants and Concessions Panel will receive applications for relief on the remaining 20%, for which specific guidance has been written.

12.3 Other **not for profit organisations** can apply for discretionary relief of up to 75%. Where this relief meets the **criteria** set (and the cost to the Council is no more than £500) then the application for relief can be agreed by officers. Applications where the cost to the Council will be greater than £500 will be presented to the Grants and Concessions Panel for consideration.

12.4 Chichester District Council recognises that some **Rural Businesses** are vital to the sustainability of our communities and require specific support to ensure their survival. Subject to specific **criteria**, businesses such as village shops and Post Offices can claim relief of up to 100%, using delegated powers to officers. However, all awards are subject to review every two years and are included in the annual report to the Grants and Concessions Panel.

12.5 Government also appreciates that ratepayers may go through genuine **Hardship** that would affect their ability to pay for a time. Therefore Chichester District Council has the power to reduce or remit the amount payable where it is satisfied that there is genuine hardship, and with consideration to the interests of local residents. More detailed **criteria** is available, but each application would be considered on its merits by the Grants and Concessions Panel at the time. It is considered that should such instances occur, these would have an impact on more than one ratepayer (for instance, an environmental disaster). It would therefore be appropriate for the Panel to consider the general impact as well as the individual case.

12.6 Effective from 1 April 2012, the Council will also consider applications for discretionary rate relief from other ratepayers for which specific guidance has been written.

### **13 Terms of Reference for the Grants and Concessions Panel**

13.1 The Grants and Concessions Panel is formed of 8 District Councillors, appointed by Cabinet and Chaired by the Cabinet Member for Community Services.

13.2 The Grants and Concessions Panel is directed by Cabinet to:

- Identify the most appropriate means to financially support external organisations in the voluntary, community and business sectors in achieving the Councils priorities, within the means available.

- Make decisions in accordance with the direction set by Cabinet, and the Grants and Concessions Policy.
- Meet regularly to consider grant applications based on Council priorities and principles, set by Cabinet.
- Determine the number and frequency of Panel meetings each year, adequate to balance the available funds with providing timely decisions to applicants.
- Correspond electronically to facilitate the timely determination of grant applications of up to £1,000.
- Consider applications for relief for all or part of the amount of non-domestic rates payable
- Consider new applications for Concessionary Rents and recommend such applications to the Executive Board
- Consider the performance of Service Level Agreements as appropriate
- Receive reports from officers on grants, rent concessions and rate concessions decided by delegated powers
- Receive the annual report and identify any alterations to Criteria, and document any findings for the continuous improvement of decision making.
- Recommend to Cabinet any changes to Priorities and Principles annually, and any changes to Policy as appropriate.

#### **14 Delegation summary**

Cabinet will annually approve the budgets available to the Grants and Concessions Panel, the Priorities and Principles to be used to encourage applications, and any adjustments to delegations to achieve efficiency and transparency.

The Cabinet Member for Community Services, as Chairman of the Grants and Concessions Panel, is delegated to approve, subject to the terms of the Grants and Concessions Policy and associated criteria:

- Grants greater than £1,000, in consultation with the Grants and Concessions Panel at their regular meetings.
- Grants of up to £1,000, in consultation with two other members of the Grants and Concessions Panel by electronic or other documented means on an ongoing basis.
- Concessions against rent payable on Chichester District Council owned premises or land
- Concessions against Business Rates collected by Chichester District Council

The Cabinet Member for Finance is delegated to act for the Cabinet Member for Community Services where that member has a prejudicial interest or is otherwise unavailable.

Officers are directed to, under delegation and subject to the criteria:

- Return Grant applications on receipt where there has been no prior contact with a Funding Adviser.
- Approve Concessionary Rents at St James Industrial Estate for up to two years

- Approve the renewal of leases at Council owned premises where concession reductions have been achieved
- Approve Rate Relief for not for profit organisations, up to 75% and where the cost to the Council is not greater than £500.
- Approve Rate Relief for Rural businesses

## **Appendix 1 - Criteria Documents**

### **Grants**

- 1 What are Chichester District Council's Priorities and Principles for Funding?
- 2 What and who is eligible for Grants?
- 4 Funding Agreement Guidance
- 5 How to complete the Grant Application Form:
  - i) Small Applications – up to £1,000
  - ii) Applications over £1,000
- 6 How Funding Advisers assess applications
- 7 How the Grants and Concessions Panel consider applications

### **Rent Concessions**

- 8 Criteria for Start Up Businesses at St James Industrial Estate  
Rent Concessions for Council owned premises

### **Discretionary Rate Relief**

- 9 Who is eligible for Discretionary Rate Relief, and how applications are considered

### **General**

- 10 Guidance for Member involvement

## What and who is eligible for Grants?

### Funding Priorities

Chichester District Council's priorities for grant funding are reviewed annually to ensure that the discretionary funds available continue to address the issues that the Council sees as most important. These are published and are intended to guide applicants to the types of grants that may be awarded.

In addition, Chichester District Council has identified some key factors that are considered to make a strong bid or project. These "principles" of funding are also published, and applicants are encouraged to reflect on these NUMBER areas in the applications they make. Please refer to "What are Chichester District Council's Priorities and Principles of Funding?"

### What Chichester District Council will not fund:

- Projects run by faith organisations for the sole purpose of promoting or benefiting a belief or group of believers
- Applications by Political organisations
- Applications from organisations in dispute with Chichester District Council
- Private individuals (for the avoidance of doubt, this does not sole trader businesses from applying in respect of their business)
- National appeals
- Loan repayments
- Retrospective costs incurred
- Activities where Central Government, the Health Authority or County Council are the most appropriate funding agency (including projects within the District Council's Infrastructure Business Plan that are identified to be funded through other sources)
- Where the primary benefit is not to Chichester District residents or businesses

### Determination Process

- The Cabinet meeting in December of each year will set the specific priorities for the distribution of grants and concessions in the next financial year within the overall setting of the Council's strategic plans. The February meeting of the Cabinet will set the total budget. The available funds and priorities will be published on the Council's website.
- The Grants and Concessions Panel, which will consist of eight elected Council Members, intends to meet four times a year. The dates of the Panel meetings will be published and updated on the Council's website. To be considered by Panel, completed applications with supporting documentation must be received by the submission deadline, also advertised on the Council's website. These precede the Panel meetings by around 5 weeks.



- Applications for sums up to £1,000 will be considered electronically by three members of the Grants and Concessions Panel, within six weeks of receipt. Accordingly, there are no advertised deadlines and applications can be submitted at any time.
- Funding Advisers may, in certain circumstances, contact the applicant with questions relating to the submitted application. This is in order to provide the Panel with the best supporting information to determine the application. Funding Advisers will not be able to assist with improving an application at this stage.
- Completed applications will be assessed and scored against the Council's priorities and principles of funding, and will be subjected to a financial assessment, prior to presentation to the Grants and Concessions Panel.

### **General Requirements**

Applicants must:

- Speak to a Funding Adviser to talk through the project to be funded and its fit with the advertised Council Priorities and Principles of funding, before submitting an application. This should assist the applicant in making the best application possible; failure to do so will result in an application being returned without being heard by the Panel.
- Complete all sections of the relevant application form (Small applications up to £1,000, Applications over £1,000). The two forms have been designed in recognition that the level of detail expected is proportionate to the amount of funding being requested.
- Describe the project, facility or service for which funding is sought, including the intended outcomes. For larger grant requests, a project or service delivery plan, or a business plan covering the period of grant applied, should be included.
- State the amount of funding sought, including costings of the project, and the governance arrangements to monitor the spend and progress of the project.
- Supply a copy of the organisation's constitution, or provide evidence of a constituted group who will act as referee and is able to hold funds on the group's behalf.
- Provide appropriate evidence regarding the organisation's financial position, such as current balance sheet, or equivalent income and expenditure records for small or newly formed groups. Where audited accounts exist, these should be provided for the **last two years**.

Successful applicants will also be required to:

- Enter into formal agreement with the Council regarding the use of any award, and be bound by those conditions (including any specific conditions imposed by the Panel).
- Only spend a successful award on the purpose applied for.
- Notify the Funding Adviser as soon as possible should a grant or any part of, not be required.

- If successful, agree to a monitoring process in order to report back to Panel on the spend and success to support evaluation and learning.

Where the project involves building projects or land use, applicants must also:

- Obtain appropriate permissions from the owner.
- Normally, obtain planning permission, building regulation or statutory consent before an application is submitted if applicable. However, significant projects may be given an “offer of grant” conditional on getting the necessary permissions.
- Provide a full breakdown of costs and, where an external contractor for ground or building works will be used, supply three quotes.
- Create public access to sites of interest where appropriate.

### **General Information**

- The maximum grant size awarded for projects will not normally exceed 50% of the estimated project cost and would not normally exceed £15,000. Where an application is for up to £1,000, it will be considered by a “fast-track” route.
- If a successful applicant makes subsequent fast-track bids in the same financial year (and the cumulative value is over £1,000), these will be deferred to the next Grants and Concessions Panel meeting irrespective of the amount requested.
- It is envisaged that grants will primarily be for one off costs or start up costs for financially sustainable initiatives.
- Grants cannot be sought retrospectively for projects that have already started (or completed). Applicants must await the written decision on their application before undertaking any associated works.
- Volunteer time and support in kind can be taken into consideration as part of the calculation of the total value or cost of the project.
- Applications must be for schemes or projects that primarily benefit residents of Chichester District. Projects that cover other areas may be eligible, but the amount requested must be proportional.
- Applicants must not have outstanding disputes (including payment arrears) with Chichester District Council
- Successful applicants may be asked to include Chichester District Council branding on any published material associated with the project.
- Grant awards will typically be made as an offer of grant, which allows the fund to be drawn on for a period of one year from the date of decision. Applicants who can justify why monies would not be spent in that timeframe can request that the offer is varied to an extended period, but this would not exceed three years from the date of decision. Any further request for extension or revision of terms of the grant would be subject to a new application.
- Payments will be made in line with the “Funding Agreement” issued to successful applicants, but would typically require the production of receipted invoices, or other evidence of spend.

- Should the total cost of a project reduce at any time during the life of the project, the amount of grant available will be reduced on a pro rata basis.

## Chichester District Council

Grants and Concessions Panel

21 January 2016

### Repurposing of the Low Carbon Chichester District Fund to the Chichester Warm Homes Initiative

#### 1. Contacts

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#### 2. Recommendation

- 2.1. That the panel agree to transfer £77,843 from the Low Carbon Chichester District Fund to the Private Sector Renewal Budget for the Chichester Warm Homes Initiative.**

#### 3. Background

- 3.1. The Housing Act 2004 requires local authorities to regularly review the condition of their housing stock. In March 2015 the Council commissioned the Building Research Establishment to undertake a house condition stock modelling exercise to assess the standard of the housing stock within the district.
- 3.2. There were several key findings including:
- The highest level of fuel poverty and cold homes are concentrated in the central and northern parts of the district and these are high compared to the national averages.
  - 14% of the private sector stock in Chichester has a category 1 hazard for Excess Cold compared with 7% in the rest of England as identified by the English House Condition Survey 2011.
- 3.3. The issues in relation to excess cold and fuel poverty including poor energy efficiency are of real concern as these matters can significantly impact on a resident's health and well-being.
- 3.4. Following the survey the Council has developed a new Private Sector Housing Renewal Strategy to help prioritise limited resources. As part of the strategy it is proposed to introduce the Chichester Warm Homes Initiative to provide efficient whole-house heating systems to the most vulnerable residents who are either experiencing fuel poverty, have a category 1 hazard for excess cold or living in a property with a very low Energy Performance Certificate rating.
- 3.5. In order to deliver this initiative additional funding is required. It is proposed that monies from the Low Carbon Chichester District Fund be redirected to the Chichester Warm Homes Initiative.

#### **4. Outcomes to be achieved**

- 4.1. Providing the repurposing of funding can be agreed the most vulnerable residents living in the poorest housing in the district could be provided with an adequate and efficient heating system.
- 4.2. All applications for funding will be assessed to ensure that applicants meet the qualifying criteria and expenditure will be monitored on a monthly basis. All works carried out will be inspected prior to payment to ensure they have been carried out to a satisfactory standard.

#### **5. Proposal**

- 5.1. As a result of recent changes to government regulations, applications for low carbon funding no longer receive government or state funding and are also unable to claim the Feed in Tariffs (FiTs) for electricity generated by low carbon technology. Due to these changes, it is envisaged that applications to the Low Carbon Chichester Fund will continue to decline, which is consistent with the Annual Report of the Grants and Concessions Panel which proposed that the funding be re-purposed.
- 5.2. The proposal therefore is to redirect £77,843 from the Low Carbon Chichester District Fund to the Private Sector Housing Renewal Budget to finance the Chichester Warm Homes Initiative.

#### **6. Alternatives that have been considered**

- 6.1. No other potential funding sources have been identified.

#### **7. Resource and legal implications**

- 7.1. The cost of delivering the Chichester Warm Homes Initiative has been calculated at approximately £300,000 over a 5 year period. The existing budget available is £212,000 leaving a deficit. It is therefore proposed to reallocate the entire Low Carbon Chichester District Fund of £77,843 to fulfil the shortfall.
- 7.2. The monies will be used to fund the installation of efficient heating systems and thermal insulation for the most vulnerable residents in the district once all other funding sources including Your Energy Sussex have been exhausted.
- 7.3. The Chichester Warm Homes Initiative will be delivered by the Council's existing Energy Visiting Officers who are able to identify vulnerable clients who have an inadequate heating system.

#### **8. Consultation**

- 8.1. The Private Sector Housing Renewal Strategy including the Chichester Warm Homes Initiative was discussed at November's Overview and Scrutiny Committee, who were supportive of the initiative. Furthermore Your Energy Sussex and Chichester District Council's Health and Well-being Manager and the Environmental Co-ordinator have been consulted and agree this to be a worthwhile project.

8.2. Furthermore a full consultation in relation to the strategy is currently being undertaken with a wide range of partners.

**9. Community impact and corporate risks**

- 9.1. The risk is believed to be low and from the information provided by the Energy Visiting Officers it is anticipated there will be a high uptake of applications.
- 9.2. The Energy Visiting Officers are currently funded by the well-being funding the Council receive from West Sussex County Council. However there is a risk that this funding will be reduced in future years and an alternative source of funding may then need to be sought.
- 9.3. To date applications for the Low Carbon Chichester District Fund have been low. However this proposal would ensure the funding would be committed and directed to the most vulnerable residents in the community.

**10. Other Implications**

	Yes	No
<b>Crime &amp; Disorder</b>		√
<b>Climate Change:</b> The introduction of the Chichester Warm Homes Initiative has the potential to have a positive but small impact on climate change by improving the energy efficiency of homes.	√	
<b>Human Rights and Equality Impact:</b> The Chichester Warm Homes Initiative is likely to have a positive impact on human rights and equality because financial resource will be targeted at improving housing conditions for the most vulnerable people including people of retirement age, disabled people and low income families.	√	
<b>Safeguarding</b>		√

**11. Background Papers**

Annual report from grants panel

- 11.1. Chichester Stock Modelling Report 2015
- 11.2. Grants and Concessions Panel - Annual Report Financial Year 2014-15

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