

Economic Success Panel

Agenda

Date

Tuesday 27 November 2018

Members of the Economic Success Panel

Mrs J K Copplestone
(Chairman)

Mrs C H Bannock
Mr P H Carrick
Mr S M Clancy
Mr J J Emsell
Mr G K Nurden
Mr G Peck
Mr S Riley
Mrs K A Vincent

Time

10.00 am

Place

Trafford Room
Thorpe Lodge
1 Yarmouth Road
Thorpe St Andrew
Norwich

Contact

Dawn Matthews tel (01603) 430404

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@BDCDemServices

The Openness of Local Government Bodies Regulations 2014

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**The Chairman will ask if anyone wishes to
film / record this meeting**

A G E N D A

Page No

- | | | | |
|----------|---|---|---------------|
| 1 | To receive declarations of interest under Procedural Rule no 8 | | |
| 2 | Apologies for absence | | |
| 3 | 10.05 am | <u>Minutes of meeting held on 2 October 2018</u> | 3 – 6 |
| 4 | Matters arising therefrom | | |
| 5 | 10.10 am | <u>Norwich Western Link (NWL) Public Consultation – discussion to inform Broadland District Council response</u> | 7 |
| 6 | 11.10 am | <u>Community at Heart Member Grant Scheme – draft guidance and application form for discussion</u> | 8 – 17 |
| 7 | 12.10 pm | Work Programme | |
| 8 | Date of Next Meeting | | |
| | Tuesday 22 January 2019 | | |

P C Kirby
Chief Executive

Minutes of a meeting of the **Economic Success Panel** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **2 October 2018** at **10.00am** when there were present:

Mrs J K Copplestone – Chairman

Mrs C H Bannock

Mr P H Carrick

Mr S M Clancy

Mr J J Emsell

Mr G K Nurden

Mrs K A Vincent

In attendance were the Economic Development Manager, the Tourism Officer, the Economic Development Project Officer and the Committee Officer (DM).

15 APOLOGIES FOR ABSENCE

An apology for absence was received from Mr G Peck.

16 MINUTES

The Minutes of the meeting held on 7 August 2018 were confirmed as a correct record and signed by the Chairman.

Minute no: 10 Minutes – (Eco Cube)

Members noted that a Time and Task Panel had been set up to get a better understanding of the matters surrounding the lease and disposal of the Eco-Cube.

Minute no: 11 Grants Review

The proposal to establish a Member Grants Scheme had now been considered by the Overview and Scrutiny Committee and Cabinet and a draft scheme would be considered by the Economic Success Panel at its next meeting on 27 November 2018.

17 BROADLAND ECONOMY UPDATE – REPORT FOR OVERVIEW AND SCRUTINY

Members considered the report of the Head of Economic Development setting out the Broadland Economy Update for consideration by the Overview and Scrutiny Committee at its next meeting. The Economic Development Manager invited Members to comment on the report before its submission to Overview and Scrutiny.

It was agreed that the following amendments be made:

- Include figures of individual businesses attending the Business Breakfasts to monitor attendance patterns.
- Include figures of those attending free/paid courses delivered by Broadland Training Services.
- Include costs for the Tots2Teens scheme.

It was noted that, whilst staff with children attending Tots2Teens courses did not benefit from any discounts, their children were supervised before and after courses and transported to courses – the costs of which were covered by HR.

With regard to the WW1 celebrations, and concern that parishes might not be forthcoming in supporting the District Council's celebration as many were organising their own events, the aim was to promote all celebrations and link them together to encourage support for both district and parish events. A number of the commemorative "There But Not There" life size figures had been purchased and would be used at various locations throughout the district as part of the "Broadland Remembers" celebrations which would commence on 9 November 2018 at Whitwell Station, Reepham for one week. Anyone wishing to offer memorabilia / information for the displays could do so direct to Council officers.

Mr Nurden and Mrs Vincent indicated they wished to attend the Financial Industries Group (FIG) event on 6 November 2018.

Members noted the latest situation regarding apprenticeships and that discussions had been held with the County Council regarding a countywide initiative to encourage continued support for apprenticeships, particularly in relation to smaller enterprises. Members noted the figures for apprenticeships offered and taken up in Broadland continued to be the highest in Norfolk, despite a general decline in recruitment nationally.

Members welcomed the report which was very positive.

A Member commented that they hoped ways of enhancing existing schemes could be explored as part of collaborative working with South Norfolk.

With regard to collaborative working, the Chairman handed round a draft design for a new joint investment website for Broadland / South Norfolk which South Norfolk Council had been developing. A soft launch of the website was planned for 8 October with a view to launching the website in time for the MIPIM property market trade show on 17/18 October 2018. The Chairman had raised concerns about the deadline for the launch and asked for this to

be extended to 12 October. She had also raised a number of other concerns about the design / detail of some elements of the proposed website which it was felt did not reflect the fact that it was a joint Broadland / South Norfolk website. She also wanted to see the inclusion of a “construction” section and officers at Broadland had drafted some wording for this. The Chairman had also put forward the idea of organising a trade delegation towards the end of November, following the launch of the website, to enable businesses to visit the area and encourage investment in Greater Norwich. Members welcomed the proposal for the website and supported the Chairman in raising concerns about the launch date and seeking amendments to the design / detail.

18 TOURISM REPORT

Tourism Volume and Value Report for 2017

Members received a presentation from the Tourism Officer on the statistics relating to tourism and visitor numbers for 2017 (a copy of the information is attached at Appendix 1 to the signed copy of these Minutes). Essentially the statistics demonstrated that tourism in Broadland had increased in 2017, in particular in relation to domestic visitors, with food and drink becoming more important to visitors. There was a need to continue to maintain high standards of products and to monitor the impact on attractions which had seen a drop in importance amongst visitors.

A question was raised as to how the data was collected and how reliable it was and officers undertook to circulate the full statistical report to Members as this included the methodology for data collection.

It was noted that officers would be issuing a press release in the near future to highlight the increase in tourism in the district.

Delegates at the recent Broads Tourism Forum had learnt that tourism contributed £3.25bn to the Norfolk economy. Visitors were now looking for lifestyle experiences /activities as part of their trips.

Members welcomed the report and the increase in tourism in the district.

Repton 200 Season – Evaluation Report

Members received a copy of the evaluation report for Repton 200 – a Norfolk-wide celebration of landscape gardener Humphrey Repton as part of the nationwide campaign in partnership with the Gardens Trust to raise awareness and to mark 200 years since his death (a copy of the report is attached at Appendix 2 to the signed copy of these Minutes).

Members congratulated the Tourism Officer for putting together such a successful series of events and welcomed the positive feedback and increase in visitor numbers to the area. The events were very good value for money and offered the opportunity for local communities to get together.

Arising from the success of the events, the Tourism Officer had been invited to speak about the Repton celebrations at the Tourism Conference and at a Gardens Trust event in London.

Members thanked the Tourism Officer for her presentation.

19 WORK PROGRAMME

- Member Grant Scheme
- MIPIM Update
- Car parks and electric charging points

20 DATE OF NEXT MEETING

27 November 2018 (possibly to be held at Carrowbreck)

The meeting closed at 11.20 am

NORWICH WESTERN LINK (NWL) PUBLIC CONSULTATION – Broadland District Council Response

In June 2018 Norfolk County Council held a public consultation on whether there is a need to tackle transport issues to the west of Norwich.

The initial consultation established there was very strong support for creating a new link between the A47 and Broadland Northway, with the majority of those who responded suggesting a new road as their preferred solution.

Four shortlisted NWL route options have now been published, approved by Councillors of the Environment, Development and Transport Committee and a second public consultation will run from 26 November 2018 to 18 January 2019.

Three new dual carriageway roads and a single carriageway upgrade to the B1535 make up the shortlisted options. While the majority of the new or improved roads would be built at or near ground level, viaduct-style bridges over river flood plains are included in some of the options. All of the routes include improvements to the A1067 Fakenham Road. It is hoped that the preferred option will be identified by next spring.

The shortlisted options (including a map) can be seen here –

<https://www.norfolk.gov.uk/roads-and-transport/major-projects-and-improvement-plans/norwich/norwich-western-link/about-the-norwich-western-link>

Further details on the routes will be published to coincide with the consultations launch on Monday 26 November.

We will be seeking views at the Economic Success Panel meeting that will inform a Cabinet Report for January.

Community at Heart Member Grant Scheme

Policy and Guidance 2019

The purpose of the Community at Heart Member Grant Scheme (the Scheme) is to support community-led activities and projects in the district.

The Scheme can fund projects that clearly demonstrate their contribution to the Broadland Business Plan. The priorities of which are:

- To deliver economic success in our area
- To achieve environmental excellence in everything we do
- To plan and provide well housed communities
- To increase levels of health and wellbeing
- To keep people safe and secure
- To continue to provide high quality, value for money services on our own or as a trusted partner

In order to achieve these ambitions the strategic outcomes required from the Scheme include:

- Improved quality of life for Broadland residents through access to local facilities, activities and services
- Increased participation to create stronger and more joined up communities
- Enhanced local environments
- Increased opportunities to encourage healthier and more active people
- Increased number of volunteers
- Increased number of local activities and events that offer opportunities for all

PLEASE NOTE THAT THE BUSINESS PLAN IS CURRENTLY UNDER REVIEW SO THERE MAY BE SOME SLIGHT ALTERATIONS IN THE ABOVE.

The Scheme can fund community-led projects that clearly demonstrate their contribution to the following areas:

- Cultural services and projects (sports, arts etc)
- Intergenerational projects or working with young or older people
- Social and health projects including those that reduce health inequalities
- Economic Development & Tourism projects
- Lifelong Learning projects
- Environmental Projects

These examples are given as a guide and are not exhaustive.

Broadland's Approach to the Scheme

The ethos and vision of the Scheme is about:

- meeting the needs of the community, as identified by the community. The aim of this approach is that the grant will meet the needs of communities at the 'grass roots' level. Consideration should be taken of the community in its broadest sense. In support of this aim Members should consider being the 'first funder' and be flexible to the needs and circumstances of the funded organisation;
- making it possible for community groups who would not usually access grant funding to be supported by making it welcoming to potential applicants;
- contributing to 'building the capacity' of organisations by encouraging development of their organisational capability (constitutions, policies, evidence base, community involvement);
- increasing skills and contributing to organisational sustainability thereby enabling the organisation to develop so that they can continue after the funding has finished.

The Scheme will actively foster good relations between people who share a protected characteristic and those who do not; promoting equality of opportunity to all.

The Scheme is designed to help local groups and organisations develop projects and are aimed at:

- Community organisations or any not for profit group requiring a grant to help fund a specific project or activity
- Social enterprises requiring a grant to help fund a specific project or activity where 100% of the profits are returned to the enterprise to further its work.

Officer support can be provided to groups to access health and demographic data that may be used to develop projects.

General Exclusions of the Scheme

The Scheme **must not** be used to fund:

- Projects not benefiting people in Broadland.
- Individuals for their personal needs i.e. bursaries.

- Direct replacement of statutory obligation and public funding i.e. curricular activities in schools.
- General running costs, e.g. utility bills and maintenance or projects with high ongoing maintenance costs.
- Activities promoting political or religious beliefs. However, places of worship are eligible where funding is to support wider community use and engagement.
- Commercial ventures.
- General appeals for funding.
- Animal welfare unless the project benefits people i.e. disabled riding schemes.
- Overseas travel or expeditions for individuals and groups.
- Services for those who are not eligible for public funding in relation to their immigration status.
- Organisations raising funds to redistribute to other causes.
- Projects that have already started.
- Projects where the grant awards cannot be spent within 12 months.

Role, Rules and Responsibilities of Members

The Council supports its Members in meeting the ambitions of the community and identifying and delivering local solutions, which support the Council's priorities.

All Members should take a central role in identifying and delivering improvements to the quality of life of people in their communities. Members are expected to be active in consulting with the community, identifying local needs and working with communities to identify how best to address those needs.

This means combining and utilising all the experience, knowledge, skills and networks of the Members to understand what goes on in their communities and what the important issues are for local people.

Each Member is responsible for obtaining sufficient information to complete a Scheme Application Form to decide if an organisation is suitable for a grant or to turn down the request for funding. There must be a transparent audit trail in respect of decisions. This Application Form should be submitted to the Community Projects Officer.

The funding must not replace funding previously provided by other statutory agencies such as Norfolk County Council.

Funding to precepting authorities is prohibited as they are already able to raise their own budgets. However, Town and Parish Councils would be able to hold funds for smaller groups and organisations that do not have a bank account.

Member funding may only be used to fund projects within the Members own Ward. Where there is more than one Ward Member, Members may pool funding to support projects.

Grants cannot be awarded retrospectively therefore projects must not commence before a grant offer has been received by the organisation.

Where the organisation is able to claim back VAT then VAT is not eligible as part of the costs of the project and should not be included.

The granting of funding is for a specific project and will not imply an ongoing commitment by the Council nor have a revenue implication.

Members may only fund projects that have **not** received Scheme funding during the past two years.

The Scheme provides for each Elected Member in each financial year a total sum of £500 to be distributed to groups within the Members Parish(s).

The **minimum** grant will be £50 per organisation.

A list of grants awarded by each Member will be posted on the Council website on the Members Profile page. This will list the group/organisation and amount given. It will also state if the Member has not allocated funding.

The Scheme will start on 1st April each year except in an election year when the Scheme will start the day after the election. All funds must be allocated to projects by 31st January each year.

Should funds not be allocated to projects by 31st January in each financial year the remaining funds will be allocated to a general Community at Heart small grant fund to be administered by the Norfolk Community Foundation.

The policy will be reviewed by Council Officers and Members in March each year.

General Criteria for Community at Heart Member Grants

The project must benefit residents of Broadland.

The project should encourage the involvement of local people and volunteers.

The organisation must have a constitution (a written document stating how the group is to be run, and for what purpose).

The organisation must have a bank or building society account requiring at least 2 unrelated signatories for payments and withdrawals.

Grants should have a demonstrable impact on a particular local need, problem or aspiration. Members should be able to demonstrate that any grant received will make a real difference to the people or community it intends to support.

An awareness of equalities and safeguarding measures (where appropriate) should be evidenced in the application.

Please note: that the above criteria are not exclusive and that the Council reserves the right to exercise discretion in making their decisions. Members should ensure that organisations:

- Are clear about exactly how they will spend the grant
- Can demonstrate a clear need for the project and the difference that it will make
- Can show what has been achieved so far
- Are responding to local needs and aspirations
- Are actively involving the community

Decisions and Evaluation

Applications are assessed against the criteria set out above.

Once the Scheme Application Form has been received and checked for eligibility by the Community Projects Officer, the Member will be informed within four weeks of the outcome. Therefore timely submission is paramount when funding is required to support a community event.

If the application is successful, the Member will be provided with an email setting out any terms and conditions that the group/organisation must follow to receive the grant. Members will also receive a Payment Form to claim the grant.

If the application is found to be ineligible for funding, guidance will be given as to why, and advice given with identifying possible ways of taking a project forward.

Members are then responsible for informing the organisation of the outcome of the grant award.

Members will be reminded 9 months after funding is awarded, to prompt them to check that the funding has been spent as agreed, and so that an evaluation sheet can be sent to measure the impact the funding has had.

Payment of Funding

Once a grant is confirmed, the Member will be required to complete a Scheme Payment Form requesting the release of the funding at an appropriate time in relation to the delivery of the project.

The Member must ensure that making the payment to the recipient would not result in fraudulent or illegal activity or any practices which would bring Broadland District Council into disrepute. This would include ensuring that all recipients have any required permissions in place specifically in relation to planning and environmental health requirements.

It is the Members responsibility to follow up to ensure the grant has been spent in accordance with the grant awarded and within 12 months of the offer.

Members must ensure that funds are not released to cover the costs of goods or services received prior to the offer of a grant.

Publicity

Any publicity and promotion of the funded project must explicitly reference Broadland District Council and/or use the Broadland District Council logo.

The Scheme is overseen by the Communications and Engagement Manager. This will ensure that awards are promoted through Council social media channels and press releases issued as appropriate.

If the funding is provided for an event, it is the responsibility of the Member to discuss publicising the event with the Communications Team at least 6 weeks before the event takes place.

If you would like to discuss this please contact the Communications Team on 01603 430523 who will be happy to work with you on promoting your awards.

What needs to be included with your submission?

Members should ensure they complete all questions on the Scheme Application Form before submitting it to the Community Projects Officer. This includes certifying the checklist of documents.

In addition Members should ensure they have seen the following documents and sign the form to confirm this:

Constitution/Set of Rules of the organisation

Insurance Certificates

- If the project requires funds for equipment the organisation will need to have appropriate insurance cover before the grant money is released. Some items of equipment may be covered under general contents insurance but organisations will need to check with their insurers and provide evidence if this is the case.
- For organisations providing a service or activities, appropriate Public Liability insurance is required.

Equalities Statement

Details of the organisations Bank Account ensuring two signatories are required

Child Protection Policy (including provision for DBS checks) – for groups working with children and young people

Safeguarding Vulnerable Persons Policy (including provision for DBS checks) – for groups working with vulnerable people of any age

Quotations or estimates of costs

Planning Permission – if required

Food Hygiene Certification/Registration – if any activity will be providing food (we would expect any caterers or food providers to have at least a 4 star food hygiene rating).

Any Licences – for any "licensable activities" including:

- The supply of alcohol
- Performance of a play
- An exhibition of a film
- An indoor sporting event (boxing, wrestling etc)
- Performance of live music
- Playing of recorded music
- Performance of dance or any entertainment of a similar kind
- Provision of late night refreshment

Ten working days' notice is needed to secure a Licence.

Any questions on any of the information provided in this document should be referred to:

Community Projects Officer

Tel: 01603 430522 Email: communities@broadland.gov.uk

Community at Heart Member Grant Scheme

Application Form

Members Name:

Parish:

Organisation to be Funded:

Project to be Funded:

How much is required (£50 to £500):

Date the project will happen:

Which priority of the Broadland Business Plan does the project fit?

- To deliver economic success in our area
- To achieve environmental excellence in everything we do
- To plan and provide well housed communities
- To increase levels of health and wellbeing
- To keep people safe and secure
- To continue to provide high quality, value for money services on our own or as a trusted partner

Which strategic outcome does the project fit?

- Improved quality of life for Broadland residents through access to local facilities, activities and services
- Increased participation to create stronger and more joined up communities
- Enhanced local environments
- Increased opportunities to encourage healthier and more active people
- Increased number of volunteers
- Increased number of local activities and events that offer opportunities for all

PLEASE NOTE THAT THE BUSINESS PLAN IS CURRENTLY UNDER REVIEW
SO THERE MAY BE SOME SLIGHT ALTERATIONS IN THE ABOVE.

How does the project respond to local needs and aspirations?

Approximately how many Broadland residents will benefit from the project?
(recipients and volunteers)

Checklist of Documentation the Member must ensure is in place and tick to confirm as appropriate:

- | | |
|--------|--|
| YES/NO | Constitution/Set of Rules of the organisation |
| YES/NO | Insurance Certificates |
| | <ul style="list-style-type: none">• If the project requires funds for equipment the organisation will need to have appropriate insurance cover before the grant money is released. Some items of equipment may be covered under general contents insurance but organisations will need to check with their insurers and provide evidence if this is the case.• For organisations providing a service or activities, appropriate Public Liability insurance is required. |
| YES/NO | Equalities Statement |
| YES/NO | Details of the organisations Bank Account ensuring two signatories are required |
| YES/NO | Child Protection Policy (including provision for DBS checks) – for groups working with children and young people |
| YES/NO | Safeguarding Vulnerable Persons Policy (including provision for DBS checks) – for groups working with vulnerable people of any age |
| YES/NO | Quotations or estimates of costs |
| YES/NO | Planning Permission – if required |
| YES/NO | Food Hygiene Certification/Registration – if any activity will be providing food (we would expect any caterers or food providers to have at least a 4 star food hygiene rating) |
| YES/NO | Statement on Data Protection Legislation |
| YES/NO | Any Licences – for any "licensable activities" including: |
| | <ul style="list-style-type: none">• The supply of alcohol• Performance of a play |

- An exhibition of a film
- An indoor sporting event (boxing, wrestling etc)
- Performance of live music
- Playing of recorded music
- Performance of dance or any entertainment of a similar kind
- Provision of late night refreshment

Ten working days' notice is needed to secure a Licence.

YES/NO The Group/Organisation is willing to publicise the support of Broadland District Council and/or use the Broadland District Council logo.

I can confirm that I have obtained sufficient information and have had sight of the above documentation to decide that the above organisation is suitable for a grant award. I know of no reason why making a payment to the organisation would result in fraudulent or illegal activity or practices which would bring Broadland District Council into disrepute.

Signed

Name

Date