

**THE WORSHIPFUL THE MAYOR  
AND COUNCILLORS OF THE  
LONDON BOROUGH OF ENFIELD**

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**Date:** 5 April 2011

Dear Councillor,

Please find attached a copy of Report No.230 – Enfield Residents Priority Fund, Formal Guidance and Revised Ward Allocation, which was marked as a “to follow” item on the agenda for the Council meeting scheduled to take place on Wednesday 6 April 2011 (agenda item 10 refers).

The Council agenda has been circulated previously.

Yours sincerely

*J.P.Austin*

Assistant Director, Corporate Governance

**AGENDA PART 1 – TO FOLLOW ITEM**

**10. ENFIELD RESIDENTS PRIORITY FUND - REVISED WARD ALLOCATIONS, GUIDANCE AND TOOL KIT FOR IMPLEMENTATION (TO FOLLOW) (Pages 1 - 30)**

To receive the report of the Chief Executive and Director of Finance and Corporate Resources (No. 230) seeking approval of the formal guidance and tool kit for the implementation of the Enfield Residents Priority Fund and to approve the revised ward allocations reflecting the latest Indices of Multiple Deprivation figures.

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## MUNICIPAL YEAR 2010/2011 REPORT NO. **230**

**MEETING TITLE AND DATE:**

Council 6th April 2011

**REPORT OF:**

Chief Executive and Director of  
Finance & Corporate Resources.

Contact officer and telephone number:  
Mike Ahuja 0208 379 5044.

<b>Agenda - Part:</b> 1	<b>Item:</b> 10
<b>Subject:</b> <b>Enfield Residents Priority Fund (ERPF), Formal Guidance and Revised Ward Allocation</b>	
<b>Wards:</b> ALL	
<b>Cabinet Members consulted:</b> <b>Councillors Taylor, Georgiou,</b>	

### 1. EXECUTIVE SUMMARY

- 1.1 This report follows from, supplements and clarifies report number 178 which Council considered on 2nd March 2011. This report deals with three key issues for Council
1. The formal guidance for Councillors and community implementation of report 178.
  2. The revised ward allocation reflecting the latest Index of Multiple Deprivation (IMD) which were unexpectedly published by Department for Communities and Local Government on 24th March 2011. (Appendix 1)
  3. Explanation of the well-being objectives underpinning the use of the power in section 2, Local Government Act 2000, to support this scheme.
- 1.2 The scheme will be a vehicle for funding projects that address need identified in the borough. Examples of the types of projects envisaged, attached at Appendix 2 and 3 of the Guidance are likely to improve the social, environmental and/or economic well-being of the borough by reducing need of a number of types across all areas of the borough. In addition the projects funded by the scheme will help to deliver the overarching strategic objectives of the Council to achieve fairness for all, growth and sustainability and strong communities. The implementation of the scheme will also deepen the level of engagement Ward Councillors have with residents.
- 1.3 The guidance provides members with formal advice on
- The decision making process
  - The role of Ward Councillors in the administration of the scheme
  - Engagement with community
  - Support Members can expect
- 1.4 The report further provides Council with the latest IMD figures and a revised allocation of funding to individual wards.

## **2. RECOMMENDATIONS**

### **2.1 Council notes:**

- a) the explanation of the relevant well-being objectives underpinning the use of the power under s.2 Local Government Act 2000 to support this scheme;
- b) that delegation of functions of the authority to individual Ward Members are made in accordance with Section 236 of the Local Government Public and Involvement in Health Act 2007 (LGPIHA 2007).

### **2.2 Council is recommended to:**

- a) approve revised ward allocations based on latest IMD figures provided shown at Appendix 1;
- b) approve the guidance and toolkit.

Note the project request will be subject to change to reflect good practice and learning.

## **3. BACKGROUND**

3.1.1 Council approved the overarching framework of the ERPF on 2nd March 2011.

3.1.2 The fund will focus on providing financial support to projects that demonstrate the ability to reduce need within a given ward, including a likelihood of participation by, or benefit to, residents of more deprived areas of the ward; as well as residents in general (where participation or benefit is also considered likely by or to residents outside those areas). The projects envisaged by the scheme, examples of which are attached at Appendix 2 and 3 of the guidance, are considered likely to improve the social, environmental and/ or economic well-being of the borough by reducing need across the borough.

3.1.3 The allocation of the funds will be based on a recently updated IMD that can ensure funds are directly proportionate to meet need.

3.1.4 The fund is consistent with the following aims and objectives set out in Enfield's Sustainable Communities Strategy (SCS) and the guidance will assist in having regard to the objectives of the SCS. The SCS sets out how the Enfield Strategic Partnership will achieve its vision of Enfield as 'a healthy, prosperous, cohesive community living in a borough that is safe, clean and green' and improve the wellbeing of its communities. The Local Area Agreement, Building Futures, Changing Lives, which had acted as the delivery vehicle for the strategy, addressed key local issues including employment, health, education, crime, housing and the environment. These issues mirror the IMD domains, which the ERPF used as a guide to ensure that funds are directly proportionate to meet need.

3.1.5 The commitment to this is £2.1 million for each year of the administration commencing in 2011/2012 (a potential maximum spend of £6.3m).

### **3.2 The purpose of the guidance**

3.2.1 The guidance and toolkit is provided to assist members in the smooth implementation of the ERPF in all wards. The guidance will also assist community in understanding the purpose of the ERPF. The guidance will ensure that each project addresses the well-being objective of reducing need of a number of types within the community, and in doing so helps promote the key Council priorities of achieving fairness for all, growth and sustainability, and strong communities. The guidance will also help to deepen the level of engagement of Ward Councillors with their communities. The guidance will ensure that in making decisions regarding the fund that Members have regard to the aims and objectives of the sustainable communities' strategy.

3.2.2 The guidance and toolkit specifically sets out the eligibility criteria:

- Does the project have a measurable and/or visible impact
- Community engagement.
- The proposed project can demonstrate how it will promote or improve the social, economic or environmental wellbeing of the area.
- Align with the Council's Strategic Objectives.
- Within any particular Ward the project must address an aspect of need within the IMD **and** demonstrate a likelihood of take-up by, or benefit to, residents in deprived areas of that ward, as well as residents in general (where participation or benefit is also considered likely by or to residents outside those areas).

### **3.3 Revised IMD Figures**

3.3.1 The IMD are usually updated every three years. However, in 2010 when the new figures should have been issued, the Coalition Government decided to delay publication and undertake a consultation seeking the views of IMD users. The consultation responses indicated that an update was required and consequently, on 24<sup>th</sup> March 2011, the Department for Communities and Local Government unexpectedly issued the updated figures.

3.3.2 The revised IMD data are primarily based on statistics from mid 2008, and while they are not substantially different from the IMD 2007 figures used to determine the ward allocations contained in report 178, it is appropriate that the most recent numbers should be used for the distribution of the ERPF. It is noted that the effect of the new figures means an increase for some wards and a decrease for others.

## **4 PRINCIPLES OF THE GUIDANCE**

4.1 The document is intended to provide guidance to Members and other interested parties regarding administration of the Fund. In addition there is an

explanation of the level of funding allocated to each ward and clarification of the Ward Councillors role and the decision making process.

### **Community Engagement**

4.1.1 Ward Members must consult their residents to gather ideas about potential projects and facilitate their communities to come forward with views and ideas for projects in their localities. Engagement will vary between wards and localities and will depend upon the nature of the project and elements of community involved. Projects identified will be discussed and shortlisted by local ward councillors, but the decision for approval or non-acceptance will be with the cabinet sub-committee. The Cabinet sub –committee will publish its decision in accordance with the Council’s normal process.

4.1.2 The guidance will also contain advice for ward councillors on the following issues and factors that govern the ERPF:

- Eligibility Criteria
- Governance Arrangements
- Finance Arrangements
- Performance Management Arrangements
- Small Grants
- Menu of options and Choices
- Project Request Forms

### **4.2 Local projects adding value**

4.2.1 It is proposed that the fund will finance projects that address local priorities by creating opportunities for community involvement and engagement, and improve the quality of life for all Enfield residents. Projects will be time and resource bound and where possible will demonstrate a reinforcement of the bond between the local authority and residents.

### **4.3 Transparency**

4.3.1 Details of all projects will be published on the Council website and regular performance updates added.

### **4.4 Payments**

4.4.1 In line with many other London boroughs that operate a local fund, it is recommended that fund allocations be delivered as one off payments only.

4.4.2 Where a Member has a personal or prejudicial interest under the Members Code of Conduct, they will need to fully declare this as part of the project proposal submission and if appropriate not be involved in the process.

## **5. REASONS FOR RECOMMENDATIONS**

### **5.1 The recommendations are based on:**

1. the requirement to allow full Council to consider and approve the guidance for implementation of the ERPF.
2. a need to approve the revised allocation to Wards based on the latest IMD figures made available on 24<sup>th</sup> March 2011 shown at Appendix 1
3. the need for members to note the explanation of the relevant well-being objectives underpinning the use of the power under s.2 Local Government Act 2000 to support this scheme and S236 LGHIPA 2007.

## **6. COMMENTS OF THE DIRECTOR OF FINANCE AND CORPORATE RESOURCES AND OTHER DEPARTMENTS**

### **6.1 Financial Implications**

The Priority Fund will be split as one third revenue and two thirds capital. The financing of the capital will be included as part of the revenue cost to the general fund. The total impact on the 2011/12 revenue budget is £830k, of which £130k is the ongoing capital financing cost. In year two the total revenue cost rises to £960k and in year three £1090k. Dependent on the type of projects that are approved, there will be some flexibility of the split between revenue and capital.

### **6.2 Legal Implications**

6.2.1 Section 2 of the Local Government Act 2000 provides the Council with the power to do anything it considers likely to achieve the promotion of improvement of the social, economic or environmental wellbeing of its area or residents. The power includes in section 2 (4) the giving of financial assistance to any person. The fund as outlined in report 2010/2011 no. 178 outlines projects (see appendix 2 and 3 of the guidance) which it is considered will address a range of individual and community needs across the borough. The implementation of the fund by the Council and the proposed projects are considered likely to improve the social, environmental and/or economic well-being of the borough. The specific ways in which needs will be addressed under the power, and the likely well-being benefit in each case, will be addressed as individual projects are considered for approval. In exercising the power under s.2 in this way, the Council will also help to achieve the three key Council priorities of Fairness for All, Growth and Sustainability and Strong Communities. There is no express prohibition, restriction or limitation contained in a statute against use of the s. 2 power in this way. (It will also be necessary to check that the latter is the case in relation to each individual project as it comes forward for approval).

6.2.2 The detail of the attached Guidance will ensure that each proposed project addresses the well-being objective of reducing need in a given ward and demonstrates a likelihood of participation by, or benefit to, residents in more

deprived areas of that ward; as well as residents generally (where participation or benefit is also considered likely by or to residents outside those areas); in order that this can be given due consideration by Members. Wards may also wish to work together, in which case the same requirements will apply to each of them. The Guidance will ensure that using the power in this way will help to achieve the three key Council priorities outlined above. The guidance will ensure that the precondition (for using the s. 2 power) of having regard to the aims and objectives of the sustainable communities strategy is met.

- 6.2.3 As set out in the Statutory Guidance on use of the well being power, when eligible Councils undertake any activity in pursuit of one or more of the wellbeing elements, the well-being power enables them to incur expenditure, and specifically identifies the provision of financial assistance as one means of doing so. In providing funding in this way, the Council must ensure that Best Value is sought and achieved in accordance with the Local Government Act 1999, which requires local authorities to show continuous improvement in the exercise of all functions of the authority, whether statutory or not, having regard to a combination of economy, efficiency and effectiveness.
- 6.2.4 The Council has a fiduciary duty to take into account the interests of its Council Tax payers which should be considered in relation to each project.
- 6.2.5 In awarding the payments, the Council will need to differentiate between grants and contract for services. The grants can be paid without the requirement to comply with competition rules, whereas a contract for services will need to be procured in accordance with the Council's Constitution, in particular its Contract Procedure Rules. The grant payments should have clear criteria/weightings to ensure equal treatment, transparency, proportionality and non-discrimination. The Council will need to put in place grant/funding agreements to ensure the satisfactory monitoring of the spend and such will need to be in a form approved by Legal Services.
- 6.2.6 As outlined in the report, the decisions to award funding to the projects will be made by the Cabinet sub-committee. Ward Councillors will undertake public consultation on behalf of the authority and agree short listing of projects by ward with fellow Ward Councillors, for submission to the sub-committee. Some of the activities which ward councillors may undertake as part of their consultative and short-listing role are likely to be considered functions of the executive, and will require delegation by the Leader to Ward Councillors in accordance with S236 LGPIHA 2007

### **6.3 Property Implications**

- 6.3.1 No property implications identified.

## **7. KEY RISKS**

- 7.1 Where risks exist to project delivery they will be closely managed through robust performance management systems.



- 7.2 Risk is significantly reduced where projects are managed and/or delivered by the Council. There may be potential for adverse reputation if some wards receive less than others. It will be essential to have clear exit strategies and to communicate these effectively to relevant partners and communities. There is also a risk if sufficient administrative support for the fund is not secured.

## **8. IMPACT ON COUNCIL PRIORITIES**

### **8.1 Fairness for All**

- 8.1.1 The funding programme is designed to help reduce inequalities by targeting funds at ward level in accordance with levels of need as identified through the IMD. A Predictive Equality Impact Assessment has been completed which includes an action plan which is held by Communities, Communications, Policy and Performance Division.

### **8.2 Growth and Sustainability**

- 8.2.1 The fund will help to create stronger communities by securing greater involvement from local people within their communities and heightening engagement with the Council. It will also help refine and increase the effectiveness of services provided by the local authority.

### **8.3 Strong Communities**

- 8.3.1 By empowering local communities and making the council more accountable to them, it is anticipated that the Enfield Residents Priority Fund will serve as a flagship programme for improving the resilience of our local communities and reconnecting them to the Council.

## **9. PERFORMANCE MANAGEMENT IMPLICATIONS**

- 9.1 An effective performance management system will be implemented based on the successful approach currently pursued by the Corporate Policy and Performance Team in managing activities supporting the current Local Area Agreement and other grant streams.

## **10. HEALTH AND SAFETY IMPLICATIONS**

- 10.1 There are no currently identified health and safety implications.

### **Background papers**

Report 178

## Appendix 1

<b>Ward</b>	<b>Index of Multiple Deprivation 2010</b>	<b>% split</b>	<b>£2,100,000</b>	<b>Comparative figures from report 178 £2,100,000</b>
Edmonton Green	47.1	8.79%	185,000	180,000
Upper Edmonton	39.8	7.43%	156,000	152,300
Lower Edmonton	36.3	6.77%	142,000	138,400
Ponders End	35.7	6.66%	140,000	137,700
Turkey Street	34.4	6.42%	135,000	132,500
Haselbury	32.9	6.14%	129,000	130,700
Enfield Highway	32.5	6.06%	127,000	119,600
Enfield Lock	30.8	5.75%	121,000	119,500
Jubilee	30.2	5.64%	118,000	119,400
Southbury	29.3	5.47%	115,000	116,100
Bowes	26.4	4.93%	103,000	104,300
Chase	25.4	4.74%	99,000	92,700
Palmer's Green	22.9	4.27%	90,000	90,600
Southgate Green	19	3.55%	74,000	79,800
Highlands	14.6	2.72%	57,000	61,800
Winchmore Hill	14.5	2.71%	57,000	59,200
Cockfosters	14.2	2.65%	56,000	58,200
Bush Hill Park	13.7	2.56%	54,000	56,400
Southgate	13.1	2.44%	51,000	53,400
Town	12.9	2.41%	51,000	52,900
Grange	10.1	1.89%	40,000	44,500
		<b>100%</b>	<b>2,100,000</b>	<b>2,100,000</b>

# **Enfield Residents' Priority Fund 2011/12: Guidance and Toolkit for Ward Members**



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## 1. INTRODUCTION

- 1.1. The Enfield Residents' Priority Fund (ERPF) has been established with the key aim to address local need within wards, through the funding of projects, under the Council's well-being power, which demonstrate a capacity to reduce need within a given ward. It will be necessary to demonstrate a likelihood of participation by, or benefit to, residents of more deprived areas of the ward, as well as residents in general (where participation or benefit is also considered likely by or to residents outside those areas). The scheme will aim to encourage local communities to identify their priorities by working with their local Ward Councillors.
- 1.2. The ERPF will encourage a deeper level of engagement between Ward Councillors and those who live, work, study and do business in Enfield. It aims to empower local people to promote or improve the social, economic or environmental wellbeing of their area by identifying, with their Ward Councillors, projects to address a range of needs - in line with the Council's strategic objectives.
- 1.3. Shown below in Table 1, to assist, examples are provided which illustrate the links between the Council's strategic objectives and the range of needs contained within the Index of Multiple Deprivation (IMD).

**Table 1**

<b>Council's Strategic Objectives</b>	<b>Examples of types of need reflected in IMD that link to the Councils Strategic Objectives<sup>1</sup></b>
<p><b>Fairness for all</b></p> <ul style="list-style-type: none"> <li>• Serve the whole borough fairly and tackle inequality</li> <li>• Provide high quality, affordable and accessible services for all</li> <li>• Enable young people to achieve their potential</li> </ul>	<p>Income Employment Education, skills and training Barriers to housing and services</p>
<p><b>Growth and sustainability</b></p> <ul style="list-style-type: none"> <li>• A clean, green and sustainable environment</li> <li>• Bring growth, jobs and opportunity to the borough</li> </ul>	<p>Living Environment Education, skills and training Employment</p>
<p><b>Strong communities</b></p> <ul style="list-style-type: none"> <li>• Encourage active citizenship</li> <li>• Listen to the needs of local people and be open and</li> </ul>	<p>Crime Health and disability</p>

<sup>1</sup> See also paragraph 2.3 below

<p>people and be open and accountable</p> <ul style="list-style-type: none"> <li>• Provide strong leadership to champion the needs of Enfield</li> <li>• Work in partnership with others to ensure Enfield is a safe and healthy place to live.</li> </ul>	<p>Education, skills and training (where likely to encourage active citizenship)</p>
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1.4. This document is intended to provide guidance to Councillors and other interested parties regarding administration of the Fund.

## 2. WARD ALLOCATIONS

- 2.1. The level of funding allocated to each ward is based on the IMD 2010 scores attained by each ward. Those with the highest scores (more deprived areas) have greater funding allocations. The allocated budgets for each ward can be found in Appendix 1. No ward will be allowed to exceed its annual budget.
- 2.2. IMD is based on the concept that there are distinct, recognisable types of need that are experienced by individuals living in an area. Statistical techniques are used to combine information on a range of economic and social issues. The resulting overall IMD scores are a weighted area level aggregation of the different dimensions of deprivation.
- 2.3. The scores take into account the following types of deprivation or areas of need:
  - Income
  - Employment
  - Health and disability
  - Education, skills and training
  - Barriers to housing
  - Crime
  - Living environment

## 3. COMMUNITY ENGAGEMENT AND RESIDENTS' PRIORITIES

- 3.1. Opportunities for public participation should be open, clear and user-friendly, utilising appropriate communications channels at the Council's disposal to involve residents. The approach should also ensure that elected Members interact with their local communities and are involved in their local projects.
- 3.2. Ward Members must consult their residents to gather ideas about potential projects and facilitate their communities to come forward with views and ideas for projects in their localities. Engagement will vary between wards and localities and will depend upon the nature of the project and elements of community involved. (Mike Ahuja | 0208 379 5044 email [mike.ahuja@enfield.gov.uk](mailto:mike.ahuja@enfield.gov.uk))

- 3.3. Ward Councillors will be encouraged to reach consensus on all projects prior to submission for decision by the Cabinet sub-committee. This will require shortlisting with regard to engagement with residents, eligibility criteria and availability of funding for that Ward. In all cases Cabinet sub-committee will be provided with a report from officers detailing those projects shortlisted and those not (reference paragraph 5.1) Consensus will similarly be required for cross-ward projects.
- 3.4. The report to Cabinet sub-committee will be prepared by the Council's Communities, Communications, Policy and Performance (CCPP) team. It will also include legal advice in each case as to the availability of the well-being power to enable the proposed activity to be undertaken.

#### **4. ELIGIBILITY CRITERIA**

- 4.1. Given that ward allocations have been allocated on IMD, all projects financed through the Residents' Priority Fund must impact upon at least one aspect of need.
- 4.2. Three high level tests will be applied to all potential projects:
  - Does the project have a measurable and/or visible impact?

In addition further criteria will need to be met to demonstrate eligibility for funding.

- Community engagement.
  - The proposed project can demonstrate how it will promote or improve the social, economic or environmental wellbeing of the area.
  - Align with the Council's Strategic Objectives as shown in Table 1.
  - Within any particular Ward the project must address an aspect of need within the IMD and demonstrate a likelihood of take-up by, or benefit to, residents in deprived areas of that ward, as well as residents in general (where participation or benefit is also considered likely by or to residents outside those areas).
- 4.3. Compliance with all of the above enables the fund to be simply and robustly applied to potential projects coming forward, underpinned by Ward Councillors' local knowledge and expertise, and the baseline evidence available. A project request form for funding will set out these criteria on the form and ask the bidder to clearly define how they will be met. Where necessary, the advice of relevant officers will be sought where Member-supported proposals appear to have questions of propriety arising.
  - 4.4. Evidence of engagement between Ward Councillors and the community evidence of this must be provided on the application form. Consultation processes should be appropriate and show evidence of good practice, for example, blogs, focus groups and public meetings. Councillors could consider social media, including Facebook and Twitter, as tools for engagement with young people.

## 5. GOVERNANCE ARRANGEMENTS

- 5.1. In order to ensure that the approval process is democratically accountable and involves the community, project proposals by Ward Members will be collected and processed by council officers following the shortlisting stage by Ward Councillors. All projects will be shown, those recommended on the shortlist and those not recommended. Reasons will be provided for those recommended and not recommended.
- 5.2. A Cabinet sub-committee will be established to consider funding bids on a regular basis. (Cycle of meetings to be agreed by Cabinet). The sub-committee will have authority to reject projects, or to modify them, including where the projected costs of a shortlist exceeds the allocation for a ward.
- 5.3. The Cabinet sub-committee will operate under delegated authority from Cabinet and all decisions will be subject to the normal processes of the Council.
- 5.4. Assistance with the initial engagement and application stages of the project bid will be provided by the Corporate Governance Division at the Council (Mike Ahuja tel 0208 379 5044 email mike.ahuja@enfield.gov.uk).
- 5.5. Projects that require assistance after approval, for example, in the implementation and delivery stages, should contact the Council's Communities, Communications, Policy & Performance (CCPP) team After approval, projects will be performance managed by the CCPP team (Joanne Stacey tel 0802 379 3792 joanne.stacey@enfield.gov.uk)
- 5.6. Projects will be delivered through the following arrangements:
  - Council and its partners
  - Third sector providers
  - Council and/or partners and key stakeholder groups and
  - Other service providers as approved by the Council.
- 5.7. The Council will seek to ensure that the impact of the fund is visible in the community.
- 5.8. No projects can be agreed where funds are being used for party political purposes, activities over which the Council has no legal powers or where the Assistant Director of Legal Services at the Council has advised that the project is unlawful or improper.
- 5.9. Where a Member has a personal or prejudicial interest under the Members Code of Conduct, they will need to fully declare this as part of the project proposal submission and, if appropriate, be removed from the approval process.
- 5.10. The promoter of the bid must demonstrate an established connection to their Ward and be content to have the names of the project and bidders published on the Council's website. Successful bids will be required to highlight that the project is sponsored by Enfield Council.
- 5.11. The fund is primarily for capital spending on projects. Any project bids that apply for more than a one-time spend will need strong justification and potentially require a date to be specified as an end-point for funding.



Furthermore, they will be subject to annual reappraisal by their community and the Council (through the rules and stipulations in this guidance) and will be subject to funding from ward budgets for each particular year.

## **6. FINANCE ARRANGEMENTS**

- 6.1. Where possible, projects will be funded in arrears. If this is not possible (for example, if the applicant does not have sufficient funds to purchase the agreed items without first receiving funding) then the project will be funded in advance and subject to a risk assessment by the Council. Once funding has been agreed, all receipts on items purchased through the fund must be handed to the Council by the project sponsor(s).
- 6.2. The entire budget for the Fund will be controlled by the Council's CCPP team. A Project Request Form detailing how the funds will be spent must go to the CCPP team who will process the application and release the funds. This system is the same for all projects whether funded in advance or arrears.
- 6.3. Funds will only be paid to organisations that are legally constituted groups. Funds will be paid via BACS into the organisations bank account. Funds will not be paid into a private individual bank account(s). Alternatively, projects can be commissioned by the Council.
- 6.4. It will be the responsibility of the provider to properly account for, and declare, any income received by the Council to HMRC, the Charities Commission or other organisations as required legally or by their terms of operation.
- 6.5. The Council will determine the ownership of assets purchased through the ERPF. Where assets are transferred to the community the cost of maintaining the asset and upgrades will not be borne by the Council.
- 6.6. Bidders must be able to demonstrate visible evidence of what the project has delivered, and sample variation checks will be carried out to ensure probity. In the event of those in receipt of the fund being unable to demonstrate such evidence, the Council reserves the right to suspend funding and to recover up to 100% of the total sum allocated. The Council reserves the right to ask for an update at any time.

## **7. PERFORMANCE MANAGEMENT & DELIVERY**

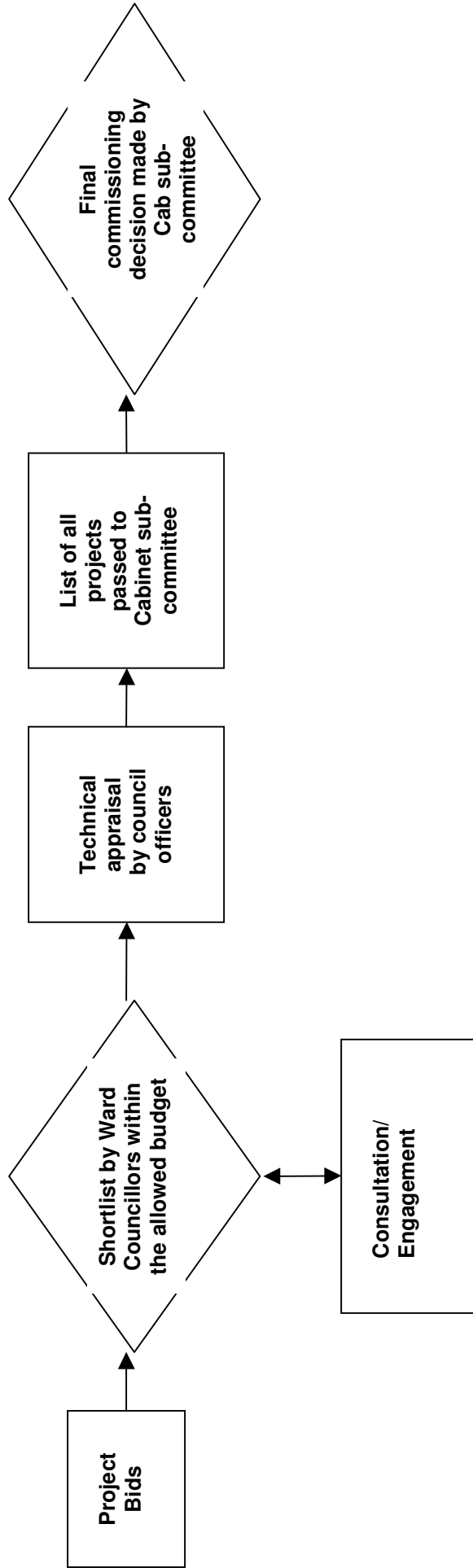
- 7.1. There will be a corporate resource within the Council that will performance manage, monitor and report on projects in operation. With the exception of Small Grants, all projects will be monitored on a quarterly basis, with spend and output being reported. An end-of-project approach will be taken for Small Grants.
- 7.2. A monitoring allocation form (attached Appendix 4) must be completed for each project by the sponsors either quarterly (for projects funded through the main fund) or at the end of the project (for small grants). There will be one form for small grants and another, more extensive, form for projects funded through the main fund. The Council reserves the right to ask for an update at any time.

- 7.3. Performance will be measured in a number of ways e.g. by ensuring that the money given to the applicant has been spent in the agreed way and only on items discussed in the funding agreement.
- 7.4. The milestones used to measure the success of each project will be different. They should be agreed in advance with council officers to ensure that they are measurable.
- 7.5. An annual evaluation of the Fund will be carried out by the Council's Audit team that will include reviews of governance and performance management arrangements as well as support to Members.
- 7.6. Ultimate responsibility for administration and management of the Fund and Ward Councillor support on behalf of the Council will be met by use of corporate resources within the local authority.

## **8. SMALL GRANTS**

- 8.1. Small grants will be available up to and not exceeding £500 per project. Small grants in total will not exceed more than 5% of the Ward allocation.
- 8.2. The eligibility criteria, finance arrangements, performance management and delivery arrangements for small grants are the same as those for the main fund but with a simpler model to reflect the amounts concerned. Applicants will need to provide details of how the grant will be spent and agree proposed outcomes with the relevant Ward Members and council officers, for submission to the Cabinet sub-committee for approval. Sample variation checks will be carried out to ensure probity.

## **Project Approval Process**



## Appendix 1

## Financial Table

The following table details the Index of Multiple Deprivation 2010, and percentage of the ERPF for each Ward and the amount recommended for allocation to each ward

<b>Ward</b>	<b>Index of Multiple Deprivation 2010</b>	<b>% split</b>	<b>£2,100,000</b>
Edmonton Green	47.1	8.79%	185,000
Upper Edmonton	39.8	7.43%	156,000
Lower Edmonton	36.3	6.77%	142,000
Ponders End	35.7	6.66%	140,000
Turkey Street	34.4	6.42%	135,000
Haselbury	32.9	6.14%	129,000
Enfield Highway	32.5	6.06%	127,000
Enfield Lock	30.8	5.75%	121,000
Jubilee	30.2	5.64%	118,000
Southbury	29.3	5.47%	115,000
Bowes	26.4	4.93%	103,000
Chase	25.4	4.74%	99,000
Palmers Green	22.9	4.27%	90,000
Southgate Green	19	3.55%	74,000
Highlands	14.6	2.72%	57,000
Winchmore Hill	14.5	2.71%	57,000
Cockfosters	14.2	2.65%	56,000
Bush Hill Park	13.7	2.56%	54,000
Southgate	13.1	2.44%	51,000
Town	12.9	2.41%	51,000
Grange	10.1	1.89%	40,000
	<b>535.8</b>	<b>100%</b>	<b>2,100,000</b>

## Illustrative Ward Based Menu – By Areas of Need

### Areas of need - Income and Employment

**Sponsoring a Community Apprentice** - Local communities would be able to sponsor community apprentices from their wards for 12 months paid work experience for some of their most disadvantaged young people.

**ESOL for Employment (EfE)** - Our partners at Southgate College are able to offer a range of ESOL provision under the umbrella of “Essential ESOL”.

### Area of need - Education, skills and training

**Community Get Togethers** - Free Art classes for all ages. Free community art classes with music, tea and biscuits in your neighbourhood for all ages and abilities. Have a go, tap into your talents, bring the family, friends, or just join in to meet others. Classes will take place in cafes, pubs, community centres, church halls, or parks near you.

**Local Stories: Community stages** - Free Youth Theatre for 13-21yrs. Bring your stories in off the streets and into the Enfield Youth Theatre company. Free summer holiday professional musical theatre classes and, you can be on the stage performing to a professional standard. Your street stories will become musical theatre and you will perform for the local community in a community hall near you.

**The Big Family Bus** – Free community activities or street parties near you. The Big Family Bus will open its doors in your neighbourhood and offer free family friendly activities for all. Choose from:-

The Big Family Film & Photography Bus – demos, workshops, and screenings.

The Big Family Visual Arts & Crafts Bus – demos, workshops, and make your own arts/crafts.

The Big Family Art & Gardening Bus – demos, workshops, and grow your own.

Why not invite the bus to your area in the spring or summer, or book the bus to add to your local community event, or hold a street party with the bus as the main attraction – we can organise it all for you.

We can provide advice and support to extend your existing community event or hold your own street party.

**ESOL** - Our partners at Southgate College are able to offer a range of ESOL provision under the umbrella of “Essential ESOL”. The 30 hour courses include:

ESOL for Employment (EfE)

ESOL and ICT

Accredited ESOL (speaking and listening)

Essential Communication Skills

Improve your reading and writing skills  
ESOL and personal money management  
ESOL and exploring enterprise  
ESOL and child care  
ESOL and Life Skills

(note: other community partners have delivered projects of this nature such as Community Aid in Ponders End).

## **Areas of need - Barriers to Housing and Living Environment**

**Shop Improvement Grant** – Applies to independent retailers seeking to improve either their shop frontage, sales area or supporting the use of shop frontages for community projects.

**Conservation Area Improvement Grants** – Applies to domestic properties in conservation areas where owner occupiers are in receipt of means tested benefit. Allows improvements to decoration and necessary repairs to facades and frontages.

**Additional Hand Sweeping / cleaning** - Hand sweeping and litter picking, including attention to remove smaller items of litter often trapped in pavement joints or under doors and shop shutters but revealed when the door or shutter is opened or lifted. The hand sweeping approach is very effective when linked with adjacent property owners who can ensure access to areas behind fence lines or gates.

**Clean Team Cleansing** - Hand sweeping and litter picking, raking out and clearance of waste materials. A team of 4 staff with transport to attend various sites and remove all waste which is recycled if possible. Works well for larger sites and open areas such as car parks or industrial areas. Traditional signage “at work” and safety aspects covered as work progresses.

**Additional Mechanical Cleaning** - Specialised machinery with twin rotary brushes, selected according to nature of cleaning required. Suction cleaning system collects waste into a large on board hopper. The machine is well suited to cleaning of hard surfaces in car parks, driveways, industrial areas & streets. Machinery designed to intensively clean larger open areas and can be combined with other options to give a complete spring clean to problem areas. (combinations of the above options are available)

**Area Waste collections** - These are available for ward wide collections and exempt from the individual restricted collection arrangement. Includes refuse freighter, driver plus loader and disposal of waste. Suitable for clearance of large amounts of bulky rubbish.

**Community Cleansing Days** - These are available for a community based clean up with assistance from a driver, waste operative and caged tipper. Suitable for tidying of the public realm including gardens.

### **Provision of litter/ dog waste bins**

Litter and dog waste bins are available on the basis that they comply with the Council's criteria for placement (available on request).

**Additional Litter/Waste/Dog Fouling Patrols** - day time patrols in streets and roads not normally prioritised.

**Enhanced Street Washing** - The opportunity to have streets and roads jet washed which do not fit with the current schedule.

**Anti Gum Coatings** - Pavements are deep cleaned and anti-gum coatings are applied to improve the long term appearance of footways.

### **Highway Related Options -**

Provision of Vehicle Activated Signs  
Installed Pedestrian Refuge island  
Installation of Zebra crossing  
Footway paving relay with new slabs (includes gum proofing)  
Provision of bike rack  
Provision of anti theft motorcycle devices

### **Provision of street trees**

**Ground Clearance** - For clearance of overgrown areas and disposal of green waste

**Hanging Baskets** - Including watering and during spring and summer.

### **Festive Lighting**

**Play Equipment** – Slides, swings, roundabouts

### **Area of need - Crime**

**Alley-gating Schemes** - Alley-gates reduce fly-tipping and reduce burglary risk. Applicants would use the existing Gating Toolkit which is on the Council's website and be supported by the gating project officer. Typically two gates are needed per alley and often fly tipped materials need to be removed at the time the gates are installed. Charges cover before, during and after inspections, waste removal, administration and letters sent to residents.

**Locks and Bolts Service** - The 'Save as Houses' campaign provided a locks and bolts to domestic properties between 2008 and 2010. This helped reduce burglary by some 28%. The locks and bolts option allows in ward targeted additional work.

**No Cold Calling Zone to deter rogue trading and assist in tackling deception burglary** - Includes consultation with residents, site inspections, installation of signage, distribution of leaflets and ongoing monitoring.



**Provision of CCTV Cameras** - Dome hawk mobile unit (Dome hawk cameras are portable CCTV cameras that can be moved around a ward to target crime and ASB).  
Fixed CCTV unit on council network (High quality fixed camera unit).

## Illustrative Ward-Based Menu

### Areas of need - Health and Disability

The following health interventions reflect some of the local population's health needs as identified in the recent Joint Strategic Needs Assessment (JSNA)

<b>Intervention</b>	<b>Rationale</b>
Promotion of early access to maternity services to support women through their pregnancies by training up community leaders	Healthy pregnancies and support throughout the 9 months is likely to reduce levels of infant mortality. There is a 10 fold difference across the borough in infant mortality rates; differences correlate with deprivation
Promotion of healthy start vouchers and vitamins through training sessions for Parent/community champions	Although Enfield has the most women eligible for Healthy start vouchers in London, uptake of vitamins is very low. We therefore need to encourage promotion to prevent vitamin deficiency (including rickets)
Train voluntary peer breastfeeding support workers and provide supervision and insurance for one year	Initiation of breastfeeding in Enfield is good, though continuation is lower than neighbours. Haringey have used a peer support scheme which has been shown to be successful.
Promote safer sleeping through advertising campaigns using Life Channel in surgeries and some billboards	Several of the Sudden unexplained deaths in infancy in Enfield were due to non-safe sleeping practices. Reducing SUDIs will reduce our infant mortality rate.
Provision of immunisation outreach services within community settings or homes.	Immunisation is a safe method of preventing illness, disability and death in the population. Rates are currently below that required to prevent outbreaks of disease.
Introduce more CHIEF (child healthy weight) programmes	Enfield has one of the worst rates of childhood obesity in London.
Introduce healthy weight promotion programmes to parents via more primary schools	Successfully reducing childhood obesity requires the involvement of parents
"Health checks" screening (vascular risk assessment) for the over 40s	Circulatory diseases are the largest contributor of the gap in life expectancy between most & least deprived parts of the borough. Health checks in the most deprived wards would identify those who would benefit from the prescribing of

	antihypertensives and statins.
A nurse-led health promotion session in the community (on breast, cervical and bowel screening)	Cancer is also a major contributor to differences in life expectancy within the borough. Screening uptake tends to be lower in the more disadvantaged wards.
Community cookery programmes	Healthy eating reduces risks of circulatory disease, diabetes, some cancers and obesity.
Weight watchers programmes	Makes available support to those who may be unable to pay for the programme
Exercise on referral	Makes structured exercise available

Food labelling pilot to visit 10 takeaways and look at fat, salt, carbohydrate content etc	Provides information to customers to enable healthier choices to be made.
Introduce community based HIV testing	Earlier HIV diagnosis improves morbidity and mortality and ensures that newly diagnosed people with HIV can receive effective treatment and support to reduce onward transmission. Enfield is above the London average for late diagnosis of HIV and we need to consider offering testing in alternative settings to encourage uptake.
Smoking cessation sessions with Level 3 advisor	Set up group cessation services targeted at particular communities not currently accessing services.
Mobile Health promotion roadshow	A specialist vehicle could be used to promote health, provide some screening/testing services and give out educational materials. It could be targeted at areas of most need

**PROJECT REQUEST FORM**

<b>Project Title</b>	
<b>Ward(s)</b>	
<b>Submission Date</b>	
<b>Amount Requested</b>	
<b>Approved</b>	Yes/No

<b>Name of Lead</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>Name of organisation (if applicable)</b>	

Q1. Who will the project be delivered by?

Q2. Briefly describe the project and highlight the measurable and visible impact the projects seeks to provide.
Q3. (a) Describe how the project will address need in your ward, and thus promote or improve the Social, Economic or Environmental well being of the Area?

(b) Indicate the likelihood in your view of take-up by, or benefit to, residents of more deprived parts of your ward; as well as residents in general.  
(See also Q6 below)

Q4. Please select the area(s) of need the project seeks to address and briefly describe how the project will achieve this.

Income ,Employment, Health and disability, Education, skills and training  
Barriers to housing, Crime, Living environment

Q5. Describe how the project will address the Strategic Objectives of the Council as set out below.

a) **Fairness for All:** Tackling inequality & vulnerability

b) **Growth & Sustainability:** Promoting a clean, green & sustainable environment, bringing jobs & opportunity to the local area

c) **Strong Communities:** Encouraging active citizenship, responding to local needs and promoting local leadership

Q6. Please give details of consultation activities undertaken to support the project bid. Please also attach evidence of the activity.

Q7. Have project milestones been agreed with Ward Members and council officers?

Yes

No

Please list key milestones

Q8. Please supply any additional information relevant to the project application being submitted.

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