

**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

Council's Strategic Objectives	Examples of types of need reflected in IMD that link to the Councils Strategic Objectives¹
<p>Fairness for all</p> <ul style="list-style-type: none"> • Serve the whole borough fairly and tackle inequality • Provide high quality, affordable and accessible services for all • Enable young people to achieve their potential 	<p>Income</p> <p>Employment</p> <p>Education, skills and training</p> <p>Barriers to housing and services</p>
<p>Growth and sustainability</p> <ul style="list-style-type: none"> • A clean, green and sustainable environment • Bring growth, jobs and opportunity to the borough 	<p>Living Environment</p> <p>Education, skills and training</p> <p>Employment</p>
<p>Strong communities</p> <ul style="list-style-type: none"> • Encourage active citizenship • Listen to the needs of local people and be open and 	<p>Crime</p> <p>Health and disability</p>

¹ See also paragraph 2.3 below

<p>people and be open and accountable</p> <ul style="list-style-type: none"> • Provide strong leadership to champion the needs of Enfield • Work in partnership with others to ensure Enfield is a safe and healthy place to live. 	<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)

- 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

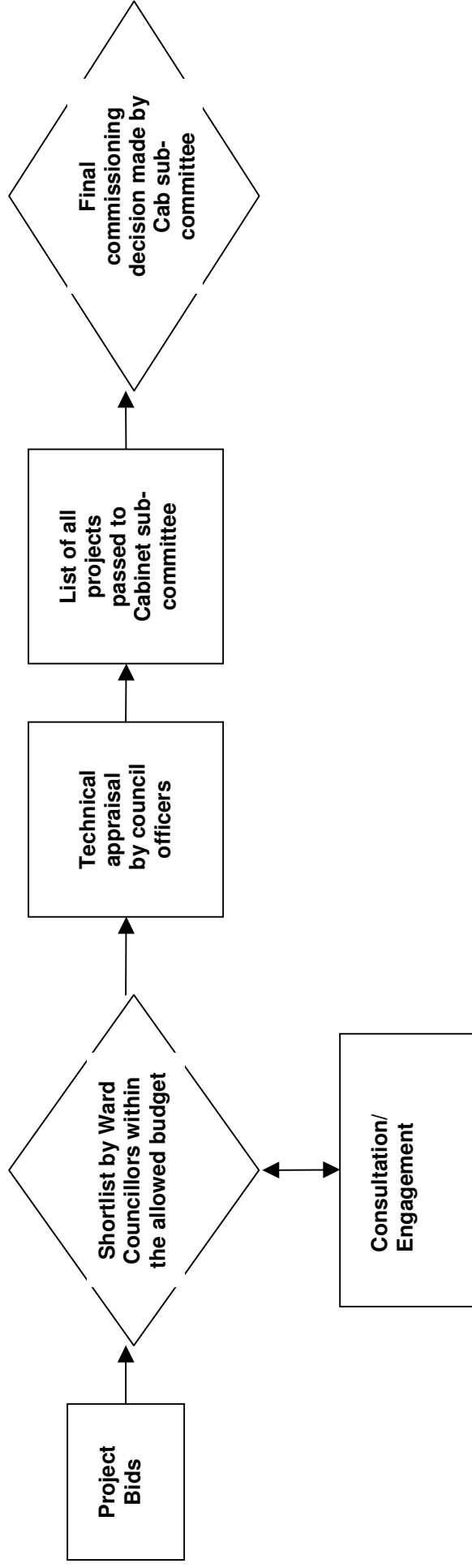
- 7.1. There will be a corporate resource within the Council that will performance manage, monitor and report on projects in operation. With the exception of Small Grants, all projects will be monitored on a quarterly basis, with spend and output being reported. An end-of-project approach will be taken 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

Ward	Index of Multiple Deprivation 2010	% split	£2,100,000
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
	535.8	100%	2,100,000

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)

Intervention	Rationale
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

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

Name of Lead	
Address	
Postcode	
Telephone	
Email	
Name of organisation (if applicable)	

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.