

WARD MEMBER BUDGET SCHEME 2017-2018

Guidance notes for Councillors



1. Introduction

Brighton & Hove councillors each have a community budget of £1,000 for 2017-18 to expend on ward priorities for improving the social, environmental and economic well-being of their constituency.

The total funding available to award through the ward Member budget scheme for the current financial year is £54,000 (BHCC Policy, Resources & Growth Committee July 2017 authorised £60,000 on a one-off basis to the scheme, with up to £6k of this for administering the scheme). The funds will be awarded on a first come first serve basis up to a limit. The limit for each party group is based on their number of seats. The table below provides the total amount of funding available to each party group. Each individual Member has a limit of up to £2,000. However, Members are free to combine budget within wards and neighboring wards.

Party Group	No. Seats	Percentage of Seats	Budget Available
Labour and Co-operative	22	41%	22,000
Conservative	20	37%	20,000
Green	11	20%	11,000
Independent	1	2%	1,000
	54	100	£54,000

2. Code of Practice

- As with their role more broadly, Councillors must act in accordance with the Nolan Principles of Public Life¹ in expending their budget
- Whilst the minimum amount of grant is not specified, Councillors are encouraged to make grants of at least £100 to minimise administrative costs
- The projects/activity must not incur additional on-going revenue costs for Brighton & Hove City Council
- The grants are a one-off for each financial year and there should be no expectation of future funding by the recipient

¹ The Nolan Principles are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

- The funding must be used in line with financial regulations and contract standing orders of the city council
- The projects/activity funded must be in line with council policies
- Managing the delivery of the project is not the responsibility of the council
- Councillors are responsible for completing the application form and take responsibility for the truthfulness and accuracy of the information provided. Missing information may slow the decisions-making process down and/or approval will be subject to the provision of missing information
- Please note that awards must be paid into a project/organisation named bank account; they cannot be paid into a personal account
- Funding to be used for identified activities and project costs this can include revenue and small capital costs
- Funding can be used as match funding/leverage

3. What's not eligible?

These are some examples:

- Retrospective funding
- The grants are a one-off for each financial year and there should be no expectation of future funding by the recipient
- Political activities
- Funding for lobbying or campaigning
- Exclusively religious/faith activities (although faith groups may receive funding for community activity. In this case the application must show that the project will bring wider community benefit and that the primary purpose of the activity is not religious/faith)
- Individuals (e.g. for personal sponsorship)
- No relative of a ward Member may apply for a grant through their relation; any such grant application must be disclosed to officers and dealt with by one of the other ward Members
- Statutory activities/requirements (including funding for core school functions)
- Undue benefit of an individual or private enterprise
- Funding for national or regional projects
- Projects/activity that would be unlawful for the council to support
- Projects that could mean the authority may not comply with the public sector equality duty

4. How does it work?

The scheme will begin on the 2nd October 2017 and all funding must be spent or committed by 31st March 2018.

Applications are made by Councillors via the application form which is available from Democratic Services - democratic.services@brighton-hove.gov.uk

The application should be received from the Councillor. No form should be received directly from a member of the public. If one is then it will be passed to the appropriate councillor to discuss with the person before resubmission by the councillor.

Members can send an electronic copy of their completed form to Democratic Services from any email address. If the funding is approved Members will be asked to sign a copy of their form for audit purposes.

The application will be assessed by Democratic Services with input from central support services and any relevant service manager. Democratic Services recommendation will be emailed to the Executive Director for Finance & Resources for final decision. Democratic Services will inform the councillor of the decision. If approved the application is processed as normal; if it is rejected they will inform the councillor why it has been rejected.

It is the Councillor's responsibility to:

- Make their constituents aware of the funding opportunity
- Complete the application form in full
- Obtain costings for projects/activity
- Provide the necessary financial information in the correct form to enable payment to be made
- If the project/activity requires other approvals, consent or additional funding it is the responsibility of the councillor/funding recipient to ensure these are in place. Funding may be approved subject to these being secured.

Please **note** that:

- a condition of the award is that the council will require feedback from the grant recipient about the benefits achieved and ask for confirmation that the whole payment has been used for the agreed purpose. Failure to provide feedback could affect future funding.
- A financial year end report on spend and impact will be compiled by officers and reported to council's Neighbourhoods, Inclusion, Communities, and Equality committee.

5. Some things to remember

It may be necessary to follow the council's procurement process for some applications; for example, for items or services purchased from private companies. You may wish to seek advice about this to ensure that a company is on the council's approved buyers' list.

Note that there are other funding pots available to support activities within & across wards, specifically the council's **Communities Fund** – for more information:

<https://www.brighton-hove.gov.uk/content/life-events-and-communities/community-and-voluntary-sector-support/communities-fund>

6. Advice

For any queries, please contact Democratic Services

- Democratic.services@brighton-hove.gov.uk
- 01273 29 1077