

WEXHAM & IVERS LOCAL AREA FORUM



DATE:	26 January 2010
TIME:	7.00 pm
LOCATION:	Main Hall, Harvey Memorial Hall, George Green Road, George Green, Slough SL3 6BJ

AGENDA

Item		Page No
1	Apologies for Absence/Changes in Membership	
2	Confirmation of Chairman	
3	Confirmation of Vice Chairman	
4	Question Time There will be a 20 minute period for public questions. Members of the public are encouraged to submit their questions in advance of the meeting to facilitate a full answer on the day of the meeting. Questions sent in advance will be dealt with first, followed by verbal questions. Please contact Stephen Young on 01295 387543 or email: spyoung@buckscc.gov.uk to submit your question.	
5	Petitions	
6	Terms of Reference Report from Stephen Young, Locality Services Co-ordinator	1 - 6
7	Wexham and Ivers Local Area Forum Voting Rights To discuss and confirm voting arrangements for the Wexham and Ivers Local Area Forum.	7 - 8
8	Statutory and Voluntary Group Participation To discuss extended membership of the Wexham and Ivers Local Area Forum	9 - 10
9	Delegated Expenditure for 2009/10 Report from Stephen Young, Locality Services Area Co-ordinator	11 - 14
10	Delegated Budget - Local Priorities Report from Stephen Young, Locality Services Co-ordinator on expenditure on local priorities within the 2009/2010 financial year.	15 - 20
11	Early Years and Childcare Grant - Small Capital Grants Programme and LAF Devolved Budget 2009/10 To receive a report for information on deployment of the Early Years grant in Wexham and Ivers for 2009/10	21 - 24

12	Forward Plan and Local Area Planning To discuss items for the next and future meetings	
13	Date of Next and Future Meetings To be agreed	

Members

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Please contact me if you have any special requirements e.g. hearing loop

Agencies : Buckinghamshire County Council, South Bucks District Council, Iver Parish
Council, Wexham Parish Council

Wexham and Ivers Local Area Forum

Title: Terms of Reference for Local Area Forums

Date: 26 January 2010

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Electoral divisions affected: Alderbourne and Iver

Recommendation

- 1 Members are asked to **note**
The purpose of Local Area Forums (LAF)
 - a) The proposed terms of reference and constitution for the Wexham and Ivers Local Area Forum (see Appendix 1)
- 2 Members are asked to **agree**
 - a) That elected members Buckinghamshire County Council, South Bucks District Council and nominated representatives from the Parishes of Wexham and Iver meet as a fully constituted Local Area Forum (LAF) provisionally titled 'Wexham and Ivers'
 - b) A new name for The Wexham and Ivers LAF if this is considered necessary
 - c) The proposed terms of reference and constitution for The Wexham and Ivers Local Area Forum

Background

- 3 Local decision-making has been part of the County Council's policy since 2000 when the County Council received a clear message from Parishes that they saw the County as remote and unapproachable. Four Local Committees were established by the



INVESTOR IN PEOPLE



County Council to help address this and over the following eight years these committees successfully worked to evolve local decision making.

- 4 As a next step in July 2008, Buckinghamshire County Council approved its Locality Strategy. The implementation of this strategy included a package of measures to support closer working with town and parish councils, the District Councils and other key service providers within localities.
- 5 One such measure is the establishment of Local Area Forums to provide collective civic leadership for a local area. The establishment of 19 Local Area Forums (LAF) will enable devolution of influence and decision-making to a much more local level.
- 6 To start the process during 2009/10 the County Council devolved approximately £44,000 funding to each of the 19 Local Area Forums. This is made up of funding for Positive Activities for Young People; Grants for Early Years Provision; Existing delegated highways/transport budget; and a discretionary revenue budget.
- 7 The County Council will also use the Local Area Forums as building blocks to plan and deliver its services. Through the Local Area Forums Parishes will be encouraged to bring for discussion their own priorities and influence service delivery in their local area. LAFs are also strongly encouraged to get involved in a wide range of local consultation on matters affecting their specific communities
- 8 The need to understand and measure outcomes for local communities is also an important aspect of the new Local Area Agreement (LAA) framework. An understanding of local community needs will be the starting point for the LAA, service planning, budgetary processes and is central to Bucks County Council performance management processes.
- 9 In law, LAFs are unincorporated associations with written constitutions. In simple terms, the legal status of LAFs is that they are informal meetings convened by the County Council, to which all County Councillors, District Councillors and representatives of each Parish and Town Council within a Local Area are invited to participate. The County Council is also keen that LAFs encourage participation from other organisations - statutory or voluntary which have the interests of the local area at heart i.e. Police; PCT; VCA.
- 10 The County Council has offered some guidance on the operation of LAFs but has left it up to each LAF to determine its own detailed operating arrangements (e.g. frequency of meetings, voting and membership). As the convenor of the meetings, the County Council has reserved the position of Chairman to a local area County Councillor.
- 11 The decisions of LAFs are not binding on the County Council. However where the County Council has delegated budgets or decisions to the LAF, it is with the firm intention that the money will be spent or the decision acted upon in accordance with the wishes of the LAF unless there is an exceptional reason why this should not be so.
- 12 The County Council is now seeking to move to the creation of a formal Local Area Forum (LAF) for this area.

WEXHAM AND IVERS LOCAL AREA FORUM TERMS OF REFERENCE

The following is drawn from the detailed proposals contained in the resolution of Buckinghamshire County Council on July 10th 2008 Appendix F – Terms of Reference. Copies of this resolution will be available at the meeting on the 7TH December 2009 or can be viewed on the County Council website <http://www.buckscc.gov.uk/moderngov/ieDecisionDetails.aspx?ID=1035>

Proposed Terms of Reference for the Wexham and Ivers Local Area Forum are:

1. Setting priorities for the Area

- 1.1 The Local Area Forum (LAF) will identify the key local priorities for the area, drawing upon Parish Plans, County and District Sustainable Community Strategies, the Local Area Agreement plus other consultation and community engagement in the area as well as the local knowledge of the LAF members.
- 1.2 These priorities will help shape the issues that the LAF focuses upon and will guide strategic policy and local service delivery by the County Council and other bodies.
- 1.3 The LAF will be a consultation forum for the County Council and other bodies to assist in strategic policy development and local service delivery that meets the needs current and future, of the local area.

2. Influencing and taking action on local issues

- 2.1 The LAF will promote and take account of public service consultation and encourage community engagement at a local level. It will help to identify practical solutions to local issues and champion those solutions with the organisation that are able to implement them.

3. Decision making

- 3.1 The LAF is a local forum set up to promote the interests of the local area, with a focus on getting things done and advising the County Council and other bodies on local service delivery.
- 3.2 The LAF will take decisions on matters devolved from the County Council, District Council, Parish Councils and other organisations. It will also take decisions on budget spending delegated by the County Council, District Council, Parish Councils and other organisations.
- 3.3 With respect to devolved BCC services and budgets, the relevant BCC Head of Service will implement the LAF's advice unless there is an exceptional reason not to. A Head of Service decision not to follow the LAF's advice will require a report back to the LAF.
- 3.4 It is expected that decision will be reached by common agreement amongst the LAF membership. Decision-making by voting will be the rare and last resort. The LAF membership will establish voting rights to be implemented in the event that voting is required.

- 3.5 It is assumed that triple or twin hatted County and District Councillors for the Local Area will vote respectively as County or District Councillors. It is therefore expected that the Parish Councils will wish to appoint someone other than a County or District Councillor as their representative(s), in order to maximise their capacity to influence the forum
- 3.6 The LAF may extend voting rights to representatives of other regularly attending bodies if it chooses.

4. Membership

- 4.1 The LAF is a joint forum of Buckinghamshire County Council, South Bucks District Council, Wexham Parish Council, Iver Parish Council and other partners.
- 4.2 All Wexham and Ivers Local Area County Councillors and District Councillors and representatives of Wexham and Ivers Parish Councils will have automatic right of membership of the LAF.
- 4.3 The LAF may invite other bodies or individuals into membership either in an advisory capacity or as full members.

5. Public participation

- 5.1 The LAF meetings are held in public. The LAF will allow a period for public questions during each meeting and the receipt of petitions.
- 5.2 Members of the public are encouraged to submit their questions in advance of the meeting to facilitate a full answer or enable relevant officers to be present. At the Chairman's discretion, members of the public may speak on particular items on the agenda.

6. Chairmanship:

- 6.1 The Chairman will be a County Council Member, elected by the LAF with the Vice-Chairman normally being a member of the District Council, again elected by the LAF.

7. Officer Support

- 7.1 Regular officer support for the meetings will be provided by the County Council's Lead Area Officer and Area Coordinator, supported by a representative of the County Council's Democratic Services, who will provide secretarial support to the Forum and constitutional advice.
- 7.2 In addition, officers from either the County or District Councils (or other bodies) may be required to attend in support of particular agenda items
- 7.3 The LAF may invite other bodies or individuals to meetings as appropriate for specific topics.

8. Frequency of meetings

- 8.1 The LAF will normally meet quarterly within its local area.

- 8.2 Additional meetings or workshops/conferences can be convened when required outside the normal cycle of meetings.
- 8.3 The LAF may also set up a working group to examine a particular issue or to undertake the practical implementation of a project.

9. Postponement of Meetings

- 9.1 Meetings that are open to the public will normally only be postponed if there is no quorum (4). Any decision to postpone a meeting will be taken by the County Council's Head of Democratic Services in consultation with the Chairman of the meeting.

10. Agenda and Action Notes

- 10.1 An agenda will be prepared for each LAF meeting under the guidance of the Chairman. However all LAF members are invited to nominate items for the agenda and to facilitate the development of a forward plan for the LAF
- 10.2 Formal agendas will be issued in advance of the meeting and action notes will be circulated following the meeting.
- 10.3 It is the responsibility of each Council's representative at the meeting to ensure that they report back to their organisation, with the aid of the action notes, to ensure that decisions are actioned and information flow maintained

WEXHAM AND IVERS LAF - OPTIONS FOR FORMAL VOTING

1. The Wexham and Ivers LAF needs to determine voting arrangements where consensus decisions cannot be arrived at. The overriding principle is that wherever possible, decision-making at LAFs should be by common agreement without the need to vote. This will not require everyone to fully support everything all of the time but, for example, that everyone does agree that a proposal can go forward in spite of reservations that some individuals may have.
2. In practice, the more established LAFs are rarely voting. When voting takes place, it's usually a sort of straw poll to test out opinion at a large meeting where not everyone can speak rather than being a formal vote.
3. If the LAF insists on formal voting, there are different arrangements used by different LAFs that Wexham and Ivers LAF can take into consideration when reaching a decision on its own arrangements.

OPTIONS

“Model” constitution

1 Vote for each formal member of the LAF i.e.:

- All County and District Councillors for the Local Community Area.
- One representative per parish. (Typically the parish rep will be a parish councillor but could be the parish clerk.)

Plus

- Anyone one else that the LAF chooses to invite into membership e.g. community or residents groups. Council policy (BCC Full Council July 2008) is to encourage LAFs to engage as widely as possible although membership by any such groups is at the LAF's discretion.

In Wexham and Iver that would mean:

- 2 County Councillors
- 8 District Councillors (2 vote as County Cllrs) - unlikely all would attend, but possible.
- 1 vote for Wexham Parish Council
- 1 vote for Iver Parish council

So if all attended from this list above, this would mean a maximum of 10 votes if the Parish Council representative is not a District or County Councillor.

Additional organisations e.g. Police or NAGs could be invited as non voting participants or as voting members

What other LAFs are doing

No LAFs presently have voting members outside of County, District, Town and Parish councils, although outside organisations are represented.

Essentially Buckingham; Haddenham and Long Crendon; High Wycombe, Wendover, Missendens and Winslow LAFs all work on the basis of one vote per parish or town council

"Amersham" model

The Amersham model allocated one vote per organisation. So in Wexham and Ivers this would be:

- 1 vote for Wexham Parish Council
- 1 vote for Iver Parish Council
- 1 vote for District Council
- 1 vote for BCC (not Chairman) plus chairman's casting vote in case of deadlock
- A vote for any other organisation that may be admitted to membership in due course

Weighted voting to reflect local council size

There are other variations favoured by Buckinghamshire LAFs that take into account the number of parishes and or sizes of separate communities. Beeches LAF also took into account District Councillor weighting i.e. the majority of district councillors represent only one parish.

Beeches, Chesham, SW Chilterns, Princes Risborough, Chepping Wye, Greater Aylesbury and Gt Brickhill, Wing & Ivinghoe LAFs use versions of an electoral college

Issues to take into consideration

- With regard to County and District councillors, a twin or triple hatter only gets one vote; therefore a parish might choose to appoint someone other than a district/county councillor as their representative.
- Where a councillor is both a County and District councillor, they are expected to exercise the vote as a County Councillor. Likewise, a district councillor who is a district and parish councillor is expected to exercise the vote as a District Councillor.
- To avoid any confusion if a formal vote is ever be required, it will be important that each voting organisation nominates a named person(s) and substitute(s) who can cast their vote.

STATUTORY AND VOLUNTARY GROUP PARTICIPATION WEXHAM AND IVERS LOCAL AREA FORUM

LAF Membership

The Wexham and Ivers LAF is a joint forum of the County Council, District Council and Parish Councils. Automatic membership consists of local area County Councillors, District Councillors and Parish Council representatives.

The County Council is also keen that LAFs encourage participation from other organisations - statutory or voluntary which have the interests of the local area at heart and the LAF is encouraged to and may invite other bodies or individuals into membership either in an advisory capacity or as full members.

The County Council has offered some guidance on the operation of LAFs but has left it up to each LAF to determine its own detailed operating arrangements (e.g. frequency of meetings, voting and membership).

No other LAFs in Buckinghamshire presently have voting members outside of County, District and Parish councils, although outside organisations are represented.

Role of the LAF

In determining the makeup of membership it is important to consider the role of the LAF and its membership. They will identify the key local priorities for the area, drawing upon Parish Plans, County and District Strategies, the Local Area Agreement as well as the local knowledge of the LAF members.

These priorities will help shape the issues that the LAF focuses upon and also enable the LAF to act as a consultation forum for the County Council and other bodies. This will aid strategic policy development and local service delivery that meets the needs current and future of the local area.

The LAF will also take decisions on matters including any funding delegated from the County Council, District Council, Parish Councils and other organisations.

Decision Taking

It is expected that decisions will be reached by common agreement amongst the LAF membership. Decision-making by voting will be the rare and last resort.

The LAF will need to be clear in that membership implies participation in reaching consensual agreement and it will need to be clear where formal voting rights are extended.

The LAF will determine its own voting arrangements in this respect and may extend voting rights to representatives of other regularly attending bodies if it chooses.

Officer Involvement

Regular officer support for the meetings will be provided by the County Council's Area Coordinator and Lead Area Officer, supported by a representative of the County Council's Democratic Services, who will provide secretarial support to the Partnership and constitutional advice.

It is anticipated that other officers from the County, District and Parish Councils will attend where requested by the LAF; to present reports or in support of particular agenda items.

County and District Officers attend in an advisory capacity only. In the case of Parish Clerks they are able to participate as full members when formally nominated and attending as representing their respective Parish Council.

Statutory and Voluntary Group Participation

Statutory and Voluntary organisations can by definition represent an area as a whole e.g. Police or VCA, or a particular community or parish e.g. NAGs or Youth Club. Either can be invited as nonvoting participants or as voting members

If formal membership is extended to local community groups, the LAF may need to consider balancing representation so that the LAF is not perceived to be unduly weighted in favour of one parish over another.

To ensure that it can be effective the LAF may also consider having a membership that is representational of a range of community interests.

If membership is not extended to smaller specialised community groups and individuals that exist in each community, the LAF may consider compiling a database of these to consider inviting them to attend and participate as appropriate for specific topics, or to attend workshops/conferences the LAF convenes outside the normal cycle of meetings. This includes setting up a working group to examine a particular issue or to undertake the practical implementation of a project to which appropriate and relevant community groups can be invited to participate

The LAF may also consider whether to have formal representation by young people outside of youth services

Initial potential statutory organisations and voluntary groups for consideration by the LAF membership to be asked to participate as members

- Thames Valley Police – Have already given a commitment to participate in LAFs if asked
- Bucks Fire and Rescue
- PCT – Have already indicated they would like to be copied into agendas and minutes
- Wexham and Stoke Poges NAG
- Iver NAG
- Bucks Community Action /Chiltern and South Bucks VCA – Likely to merge in 2010



Report to The Wexham and Ivers Local Area Forum

Title: Delegated Expenditure 2009/2010

Date: 26th January 2009

**Author and
Contact Officer:** Stephen Young, Area Coordinator, Locality Services
Tel: 01494 475380
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Electoral Divisions

Affected: Wexham and Iver

1. Purpose of Report

- 1.1 This report provides information in relation to
- a) Delegated budgets for Local Area Forums
 - b) Delegated funding for 2009/2010 approved prior to the formation of the Wexham and Ivers LAF.
- 1.2 Members are requested to **note**
- a) The details of the Local Transportation and PAYP delegated budget funding approved in 2009/2010
 - b) Proposals for expenditure on the local transportation delegated budget for 2010/11 will be brought to a future meeting of the Wexham and Iver LAF for consideration
 - c) As part of the process of developing a Local Area Plan for the Wexham and Ivers LAF area, members will have the opportunity to influence and consider a further programme of PAYP for 2010/11

2. Summary

- 2.1 Two schemes for implementation from within the delegated Local Transportation Budget for 2009/10 were approved by the HoS. Both schemes were to facilitate Thames Valley Police mobile CCTV usage

North Park hard standing	£5,000
Richings Way hard standing	£5,000
Total	£10,000

- 2.2 Two applications were approved for funding by the Head of Service from the delegated budget of £5,000 for Positive Activities for Young People (PAYP) in the Wexham and Ivers LAF area for 2009/10

S.B.D.C Life Casting/Design a Hoodie	£1,020
Sound Studio District Wide Music Project	£1,518.50
Total	£2,538.50

2.3 There remains a balance of £2,461.50 for the financial year 2009/2010 which will be used by Youth Services for other related activities in the Ivers Local Area

2.4 The applications were evaluated in accordance with the set criteria for PAYP and recommended for approval for funding by Christine Cooper, Resource Manager, Community and Youth Engagement and Sarah Wood, Senior Practitioner, Community and Youth Engagement for South Buckinghamshire.

3. Introduction

3.1 A key element of the Getting Closer to Communities (GC2C) Vision is "Genuine and increased influence by residents over local decisions and budgets". LAFs are central to achieving this (although this is not the only mechanism for working at a more local level). This is included as one of the three key roles of LAFs:

- Agreeing priorities for the local community plan for the area
- Shaping service delivery
- Taking delegated decisions

3.2 To take forward these objectives, discussions took place with Heads of Service and Strategic Directors to identify opportunities for increasing delegated budgets and direct influence over budgets. Proposals for each Portfolio were then signed off by the Cabinet Member.

3.3 The delegated budgets for the Wexham and Iver LAF in 2009/10 are set out in the table below; It is anticipated that there will be further budget delegation from a wider range of services in subsequent years:

Service area	County-wide total	Wexham and Iver LAF
Transportation local improvements	500,000	10,000
Positive Activities for Young People	95,000	5,000
"Early Years" grant	95,000	5,000
Local Priorities budget (from the Area Based Grant)	152,000	8,000
Total	842,000	£ 28,000

4. Local Transportation Delegated Budget

4.1 At the final South Bucks Joint Local Committee on December 1st 2008, it was agreed that the County Council would advise all committee members of its

proposal for the determination of the bids which were received for the South Bucks delegated transportation budget for implementation during 2009/10

- 4.2 In late January 2009, a report outlining the list of costed and prioritised bids was circulated to all South Bucks parishes, District and County Councillors. Four weeks were allowed for comments and expression of preferences for which schemes should take priority.
 - 4.3 The Transportation Service considered the bids in the light of comments subsequently received and, in early March 2008, circulated the list of the proposed successful schemes to all parishes and District and County Councillors. This was accompanied by the "reserve list" of schemes which would be implemented should any of the other schemes not proceed. Subject to any further comments received the Transportation Head of Service, Jim Stevens, then reached a final decision, which was advised to all parishes and District and County Councillors.
 - 4.4 Two schemes were approved for delivery in the Wexham and Ivers LAF area for 2009/10. These were for two hard standing areas to be provided in North Park and Richings Way to enable Thames Valley Police to carry out effective mobile enforcement operations.
 - 4.5 From 2010/11 onward this element of the Transportation budget has been delegated to each Local Area Forum in South Bucks. Details were provided in August 2009 to Parish Councils inviting proposals for schemes for consideration for delivery in 2010/11. The deadline for proposals to be submitted to the Transport Localities Team Leader for 2010/11 was 30th November 2009
 - 4.6 The delegated budget for highways/transport projects in the Wexham and Ivers LAF area for 2010/11 is £33, 06.74. All bids received will be evaluated and costed by Transport for Buckinghamshire and a full report presented to the Wexham and Ivers LAF at its next meeting early in 2010 to enable the LAF to decide which schemes should be implemented in 2010/11.
- 5. Positive Activities' for Young People (PAYP)**
- 5.1 PAYP funding is received by Buckinghamshire County Council as a direct grant with specific criteria required for applicants to meet. This funding totals £95,000 and has been allocated equitably to each of the 19 designated local areas. This means that £5,000 was available for The Wexham and Ivers LAF for 2009/10
 - 5.2 The funding must be used to engage young people (age 13-19) in positive activities and young people must be consulted on any planned activity. The funding can be for activities and events, including staffing or small items of equipment necessary to enable the event to take place or as a contribution towards an ongoing programme. Potential activities can include sports, arts and cultural events; community events; trips, leisure and recreational activities. They can also include courses and residential to help young people

raise their life chances, e.g., raising self-esteem and awareness on issues such as drugs, sexual health, gang and knife crime.

- 5.3 The availability of the PAYP funding is then promoted within the local area. The County Council's Youth Services, who also promote the availability of funding, receive and assess all applications for eligibility and then make recommendations to the LAF. Ineligible applications will not go forward to the LAF for consideration.
 - 5.4 Advised by the Youth service, the LAF will also when necessary prioritise schemes where funding applied for exceeds available funding.
 - 5.5 In the event that no eligible applications are received for a local area, or the forum does not allocate all of the available funding, the LAF's allocation will be returned to the Youth Service and used for other positive youth activities within the local area.
 - 5.6 Normally applications will be considered for approval by the Local Area Forum, who can also influence their commissioning and prioritisation as part of the delivery of a Local Area Plan.
 - 5.7 A Local Area Plan for The Wexham and Ivers Local Area has yet to be developed and PAYP funding applications for 2009/10 had to be submitted by the end of September 2009 in order for projects to be commissioned and delivered within the financial year. Two applications were received and evaluated on this basis.
 - 5.8 Copies of the applications and Senior Practitioners evaluation and recommendations may be viewed on the night of the LAF meeting on 7th December 2009
- 6. "Early Years" grant**
- 6.1 This item is covered by a separate report to the Wexham and Iver LAF at its first meeting on 26th January 2010
- 7. Local Priorities budget**
- 7.1 This item is covered by a separate report to the Wexham and Iver LAF at its first meeting on 26th January 2010



Report to The Wexham and Ivers Local Area Forum

Title: Delegated Budget - Local Priorities

Date: 26th January 2010

**Author and
Contact Officer:** Stephen Young, Locality Services Area Coordinator
Tel: Tel: 01494 475380

Email; syoung@buckscc.gov.uk

Electoral Divisions

Affected: Alderbourne and Iver

1. Purpose of report

- 1.1 This report provides information in relation to
- a) The delegated Local Priority budget for Local Area Forums
 - b) Expenditure of the Local Priority budget for 2009/2010 approved prior to the formation of the Wexham and Ivers LAF
- 1.3 Members are asked to **note**
- a) Details of expenditure of the £8,000 Local Priorities delegated budget for 2009/2010 approved by the Head of Service;
 - b) As part of the process of developing a Local Area Plan for the Wexham and Ivers LAF area, members will have the opportunity to influence the expenditure of delegated local priority funding for 2010/11 and commission projects to address local priorities.

2. Summary

- 2.1 In the absence of a Local Area Forum for the Wexham and Iver Local Area, four proposals were approved by the Head of Service for funding from the local priorities budget for 2009/10
- £249 for the Wexham and Stoke Poges NAG burglary awareness leaflet
 - £4,000 for the establishment of a Good Neighbour Scheme in the Wexham and Iver Local Area
 - £2,861 for the delivery of a programme of youth activities for young people in Iver Heath as part of a community safety initiative
 - £890 towards Wexham Football Club running costs and new equipment

3. Introduction

- 3.1 The Local Priorities budget (funded from the area based grant) can be used for any purpose which supports local community priorities and the well-being of the area identified by the relevant LAF through its local area planning process.
- 3.2 Some Buckinghamshire LAFs already have this prioritisation process well underway to support the expenditure of this budget. Other LAFs will have to rely upon common priorities in parish plans and other forms of consultation until they have established their own clear priorities for the local area. The accountable Officer is the Locality Services Manager.

As the Wexham and Iver LAF has not yet undergone the Local Area planning process, proposals for 2009/10 can be assessed against local priorities taken from parish or town plans, the Service Excellence event and or any other appropriate local form of priority determination.

4. What Local Priority funding can support

- 4.1 Activities, events, equipment, feasibility studies, pump-priming or running costs – in fact anything that is legal for a County Council to fund. The budget can also be used in combination with Local Councillors' Community Leadership fund and any other funding devolved to the LAF, or can be partnership funding with any other body.
- 4.2 The proposal must fit with clearly identified priorities within the local area. For example, there must be a clear link to the Local Area Plan, a common theme arising across a number of parish plans, a distinct need in one particular neighbourhood, NAG priorities etc.
- 4.3 The expenditure must also be one-off in nature. It must not commit the LAF or any of its members to ongoing funding unless that has been explicitly agreed and budgeted for.

5. Process for allocation

- 5.1 The time scale and detailed process may vary in detail from LAF to LAF but will initially follow these guidelines: -
- A report to the first LAF with guidelines for the expenditure of the funding
 - That the LAF membership put forward proposals to the Area Co-ordinator at least 8 weeks prior to each LAF meeting
 - The Area Co-ordinator also invites partners and council services to put forward proposals based on known priorities for the local area
 - The Area Co-ordinator and Lead Area Officer with the guidance of the Chairman, Vice Chairman and relevant BCC/partner services, evaluate the feasibility of proposals and their match with local priorities (Local Area Plan, parish plans, etc) and make recommendations to the next LAF meeting.

- Should an unforeseen opportunity arise outside of the LAF meeting cycle, the Locality Service Manager (guided by the Lead Area Officer, LAF Chairman and Vice Chairman) to authorise the expenditure.
- If a proposal has missed the agenda deadline and is so urgent that it cannot wait until the next scheduled LAF meeting, it may be preferable to deal with it as Head of Service decision acting under the guidance of the chair and vice chair outside of the LAF meeting and report back to the LAF in due course.
- If it is a Head of Service decision, the Area Co-ordinator will ensure that any scheme evaluation documentation and a synopsis supporting decisions are maintained on file and readily available.

5.2 In subsequent years, the allocation process will be tied in into Local Area planning of the LAF, enabling a longer lead-in time for the development of proposals and closer linkage with Local Area Plan priorities.

6. Local Priorities Funding Conditions

6.1 Any recommendations for funding of proposals are made subject to the following conditions:

- That the funding can only be used for the purposes described in this report
- Evidence of expenditure and completion of the project must be provided
- The support of the Wexham and Iver Local Area Forum must be acknowledged by the recipient in all relevant publicity
- That the organisation makes itself available for monitoring purposes
- The funding must be spent on activities that will be completed during the current financial year
- If another organisation is going to be funded to do something (grant funding), then the recipient must satisfy standard grant eligibility criteria e.g. a properly constituted organisation with a bank account, equal opportunities policy, CRB checked as appropriate etc.

7. Approved Local Priority Funding 2009/2010

7.1 Four proposals were received for the use of the delegated budget. In order to meet the deadlines for actioning and processing proposals before the 31st March 2010 deadline and in the absence of an appropriate Local Area Forum the proposals have been approved as a Head of Service decision as follows

7.2 The first proposal was received by the local area coordinator in September 2009 from the Wexham and Stoke Poges NAG for funding to support the production, printing and distribution of a Burglary Awareness leaflet as part of its initiative to help reduce burglary in the local area, informing and educating residents on measures they can take to deter burglars. The NAG membership would be responsible for design and distribution of the leaflet. Costs were obtained by the NAG for the production and printing of 3,500 full colour folded leaflets which were submitted to the Area Coordinator.

7.3 The proposal was discussed with the local area County Councillor Ruth Vigor-Hedderley as a member of the NAG and the Locality Services Manager Rebecca Carley who supported the initiative. Funding of £249 was subsequently approved

7.4 Two further proposals were received in November of 2009, which were due to be presented for consideration at the first meeting of the Wexham and Ivers LAF on 7th December 2009. As this meeting was postponed a decision was required which would enable them if approved to be actioned in January 2010. The proposals were;

7.5 **To support the establishment of a Good Neighbour Scheme in the Wexham and Iver LAF area;**

Age Concern & Adult Social Care are seeking to develop Good Neighbour Schemes across Buckinghamshire. All LAFs are being approached to consider providing funding towards the development of this initiative through funding from the local priorities budget.

Good Neighbour Schemes are local voluntary groups which offer a service in their community to those in need of help & support. Those people who may need the support of good neighbour schemes are likely to be older people, people with disabilities, those in temporarily need through illness or anyone isolated in the community.

The project would encourage, identify, recruit, train and coordinate volunteers in the local community to deliver the service.

Help that this service may include

- Transport to shops, GP, hospital, appointments
- Errands such as shopping, prescriptions
- Household tasks, minor repairs
- Looking after pets, walking pets
- Visiting / Befriending
- Letter writing, form filling
- Reading to partially sighted / blind people
- Signposting to services
- Community activity such as coffee mornings, lunch clubs, trips out and social events.

Each scheme will be set up in a geographical area and managed day to day by one main co-ordinator (with 2 deputies) who recruits a team of volunteers to deliver the help requested by residents, and allocates the tasks and support as required.

Outcomes

- The intention behind these schemes is to reduce isolation/ exclusion/ loneliness / anxiety
- Provide a link / social bond between younger & older community members
- Allow individuals to remain independent

Funding of £4,000 for this scheme to be implemented in the Wexham and Iver Local Area has been approved

- 7.6 **To support a targeted programme of youth activity in Iver Heath;** Bucks County Council, South Bucks District Council community safety teams and Thames Valley Police have been seeking to address issues of community safety in Iver Heath by targeting offenders and supporting vulnerable young people. Supported by the Neighbourhood Police and Community Safety Teams a proposal was received from the SBDC Arts Officer and Iver Youth Worker for funding to provide an interim programme of youth activities aimed at tackling some of the underlying problems within the area as a 'first response' designed to reduce the current wave of anti-social behaviour and provide a 'breathing space' for the community.

The programme will run from January 2010 and provide positive activities targeted at key times when anti-social behaviour may be initiated. The programme of activity includes the following;

Youth Football Sessions

Friday evening youth football sessions from 18:30 to 19:30 at the all weather pitch at the Evreham Centre,

Boxing Club

Saturday evening boxing sessions from 7pm – 8pm with a professional ABA coach at a local venue and then monthly visits to an ABA registered Boxing Gym.

Design a Hoodie 2

A Design a Hoodie session was run in the autumn half term and proved to be a popular success with young people. This second project will consist mainly of female participants where as the first session was mostly males. Supported by South Bucks District Council and relevant coaches, these activities will be controlled by the Iver Youth worker

Relevant County and District Councillors were informed through the District Council and given the opportunity to comment on the proposals which were then submitted to the local area coordinator for consideration. Funding of £2,861 has been approved to enable the projects to be actioned.

- 7.7 A further proposal was received from County Councillor Ruth Vigor Hedderley in December of 2009 for consideration to be given for allocating to Wexham Football Club a contribution towards its running costs including pitch hire and the upgrade of equipment. This would enable the club to continue to develop youth football provision in the area. Run on a voluntary basis, the club provides an important activity in an area where opportunities of this nature are few. A discussion was held by the area coordinator with the club manager and a written proposal was provided. Funding of £890 has subsequently been approved.



Report to WEXHAM AND IVERS LOCAL AREA FORUM

Title: Early Years and Childcare Grant - Small Capital Grants Programme and LAF Devolved Budget 2009/10

To: Wexham and Ivers Local Area Forum

Date: 26th January 2010

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Purpose of report

The purpose of this report is to advise the Wexham and Ivers LAF with an update on the deployment of the grant in the local area.

Introduction

1. A key element of the Locality Strategy vision is “Genuine and increased influence by residents over local decisions and budgets”. LAFs are central to achieving this through greater devolved decision making.
2. In response to this, £95,000 (£5000 per LAF) of Early Years Capital Grant administered by the Early Years & Childcare Service (EYCS) has been devolved to Local Area Forums in 2009/10.

Background

4. The Department for Children, Schools and Families (DCSF) has provided capital funding to all local authorities that includes specific funding aimed at:
 - Improving the quality of the learning environment in early years settings to support delivery of the Early Years Foundation Stage (EYFS), with a particular emphasis on improving play and physical activities and ICT resources
 - Ensuring all children, including disabled children, are able to access provision
 - Enabling private, voluntary and independent (PVI) providers to deliver the extension to the free offer and to do so flexibly (see footnote¹)
5. The grant is governed by a Memorandum of Grant document and statutory guidance. It is prioritised for use within the Private, Voluntary, Independent (PVI)

¹ The DCSF will also be providing funding to extend the early education provision for 3 and 4 year olds from the current entitlement of 12.5 hours to 15 hours per week, for 38 weeks per year, from September 2010. There is also funding provided for some 2 year old children, who are disadvantaged, to access free early years provision. The grants can be used to enable providers of services to develop premises and resources to meet these changes.

sector although can be used in the Maintained sector (i.e. schools) if there is adequate evidence of need.

6. A high proportion of provision delivering childcare and early education for eligible 3 and 4 year olds (i.e. free nursery education places), in Buckinghamshire, is within the PVI sector. Many operate services from community buildings such as village and church halls. These premises were not built for the purpose of delivering early education and present challenges for the providers in meeting the needs of children. The grants are specifically provided to enable providers to develop their premises and meet those needs as well as the requirements of the EYFS. This includes access to positive outdoor play opportunities and quality indoor environments for their play, learning and development.

Grant Management

7. In Buckinghamshire, the grant is managed within the EYCS, supported by other local authority (LA) and partner agencies. Grants can be for up to £10,000 (£15,000 for provision of canopies over outdoor play spaces due to the average cost of installation). Any grants for built structures (e.g. canopies, fixed play equipment) require approval by a LA project officer and surveyor.
8. Information on the availability of the grant has been sent to all providers in Buckinghamshire. Priority is given to those service providers who have a high level of need due to the condition of the building they operate from or in order to ensure there is sufficient childcare places to meet the needs of parents. There is provision for larger grants to be applied for if need is evidenced.
9. Applications are submitted, usually following discussions with a Childcare Development Officer, to the EYCS for consideration. They are looked at on a first come first served basis to ensure that there is the minimum of delay in the decision-making process to enable projects to proceed quickly.

Summary of spend/grant allocation

10. Below is a summary of all the applications that have been approved up to October 2009 across the county. From this you will note that all LAF areas will have had at least one application supported from a provider in their area. The average level of grant awarded is approximately £6500.

Local Delivery Area	No. of applications	Value
Amersham	4	£31,196
Greater Aylesbury	6	£42,019
Beaconsfield	5	£39,916
Beeches	1	£5,239
Chepping Wye Valley	3	£20,790
Buckingham	10	£87,295
The Chalfonts	4	£34,975
Chesham	5	£23,673
Gerrards Cross	2	£10,000
Great Brickhill, Wing & Ivinghoe	3	£26,775
Haddenham and Long Crendon	6	£38,238
High Wycombe	9	£42,997

Wexham and Ivers	1	£10,000
The Missendens	1	£10,000
Princes Risborough	3	£32,592
S.W. Chilterns and Marlow	5	£25,164
Waddesdon	1	£10,000
Wendover	2	£14,807
Winslow	3	£20,686
Totals	73	£485,511

11. Applications have included the following projects:

- Development of outside areas
- Resources and equipment including sensory resources
- Security and safety items
- Access improvements
- Storage

12. Additional larger grant Applications:

Wendover (1)	£22,600
Greater Aylesbury (2)	£60,500

13. Details of the Early Years providers that have received funding in the Wexham and Ivers LAF area are given below.

Setting Name	Post Code	Application Detail	Amount Awarded
Langley Manor School	SL3 6BZ	Canopy	10,000.00

Involvement of the LAFs

14. The intention had been that, advised by recommendations from the EYCS, each LAF would have been invited to prioritise schemes. The schemes would then be funded in that rank order from the LAF's £5k delegated budget. However since there has been sufficient funding to enable all eligible applications to be supported from within the total grant budget this has not been necessary. Also, as noted above, the average allocation to each scheme has been in excess of the £5k devolved to each LAF.

15. In the light of this there is a need to review the extent to which the LAFs can influence the decision-making process in respect of this capital grant. Even should there be a circumstance whereby there was only a limited amount of grant still available any prioritisation of applications would need to have regard to the duty on the LA to secure sufficiency of provision and to meet the requirements of the Early Years Foundation Stage across the county.

16. There is a need to consider more effective alternative ways in which the LAFs can engage in supporting the development of early years and childcare provision in the future. A proposal for achieving this will be developed and reported to the LAFs during spring next year. In the meantime the Early Years and Childcare team will welcome any information or views about provision in each LAF area and will ensure that they are given opportunities to comment on consultations, where appropriate.

