



TO COUNCILLOR:

G A Boulter
J W Boyce

Mrs S B Morris
R E R Morris

Dear Councillors and the Residents of South Wigston *et al*

I hereby **INVITE** you to attend a meeting of the **SOUTH WIGSTON RESIDENTS' FORUM** to be held at the **BASSETT STREET COMMUNITY HUB, BASSETT STREET, SOUTH WIGSTON, LEICESTERSHIRE, LE18 4PE** on **WEDNESDAY, 13 SEPTEMBER 2017** at **7.30 PM** for the transaction of the business set out in the Agenda below.

If residents wish to discuss in confidence other issues that affect them and, or, the locality there is a surgery session with Councillors, Council Officers and the Police between **7:00 PM** and **7.30 PM**.

Yours faithfully

Council Offices
Wigston
05 September 2017

Mark Hall
Chief Executive

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	b) Capital Projects Update	
	c) Forum Budget Update	
	d) Spending Requests	
7.	Items Raised by Residents and Suggestions for Future Items	



8. Date of the Next Meeting

For more information, please contact:

Community Engagement Officer

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MINUTES OF THE MEETING OF THE SOUTH WIGSTON RESIDENTS' FORUM HELD AT THE FAIRFIELD COMMUNITY PRIMARY SCHOOL, CHESHIRE DRIVE, SOUTH WIGSTON, LEICESTERSHIRE, LE18 4WA ON WEDNESDAY, 28 JUNE 2017 COMMENCING AT 7.30 PM

PRESENT

Councillor Mrs S B Morris (Chair)

COUNCILLORS

J W Boyce
R E R Morris

OFFICERS IN ATTENDANCE

Ms V Quintyne (Community Engagement Officer)

OTHERS IN ATTENDANCE

3 Borough Councillors (Oadby)
1 Police Representative
18 Residents

1. APOLOGIES FOR ABSENCE

Councillor Bill Boulter
Jessie Cook (The Conservation Volunteers)

2. LOCAL POLICING ISSUES

Police Constable Damien Hyatt introduced himself as the new beat officer for South Wigston. He is based at Wigston Police Station. PC Hyatt gave an outline of his policing experience. He gained policing experience with communities across Leicester and Leicestershire.

The following crime figures were reported and cover the past twenty eight days:
Four vehicle crimes including, two thefts of motor cycles and two burglaries of dwellings.
One of the burglaries was aggravated. Police have a lead on this.

3. MINUTES OF THE PREVIOUS MEETING HELD ON 07 MARCH 2017

Residents provided a list of amendments to the minutes of March 7th 2017.

Action:

Include the amendments received to the minutes of March 7 2017 and circulate.

4. DEFRA AIR QUALITY ANNUAL STATUS REPORT UPDATE

A slide presentation titled, Air Quality Status Report 2017 was received by Residents. Hard copies of the presentation were circulated.

Key points were made, observations noted and answers to Resident questions received as follows:

DEFRA directed this report be shared with Residents. It requires the Council to involve and

advise Residents on the findings of the report.

The data set is complete. It refers to the 2016 statistics. All reports are available on the Council website.

The meaning of the term Air Quality was outlined, in relation to pollutants and the measurement and the effects on peoples' health state.

Nitrous Oxide sampling was measured borough wide using diffusion tubes. A photo of a diffusion tube was shown.

Previous collection sites were highlighted. These have now been removed from monitoring as results were low.

51.58 was the raw data measurement in South Wigston. Canal Street facade had an exposure limit of 39.72.

Additional monitoring was being done on: Aylestone Lane, Shakerdale Road and Blaby Road. Additional tubes were added.

Residents enquired about the monitoring of traffic pollution levels on Saffron Road.

A Resident expressed the view that Blaby Road was one of the worst polluted areas, due to traffic flows most of the day. Monitoring was done near to the Tigers training ground. This had now ceased.

A Resident suggested that the Council should be made aware of the rise in pollution levels with the building of Glen Parva prison. The Resident asked if the Council could request DEFRA to measure pollution levels.

The Officer said in his personal opinion, DEFRA was unlikely to, as this would be a matter for the Local Authority to address in its draft Air Quality Plan.

Action:

The Chair agreed to discuss the matter of raising a petition to DEFRA with Councillor Bill Boulter, noting the potential increase in pollution with the building of Glen Parva jail.

An in depth study was necessary to address what needed to be monitored, especially as Blaby Road was a cut through road.

Suggestions made by Residents for monitoring in South Wigston.

- Monitor the air quality on Saffron Road and Tigers Road.
- Place monitoring tubes at roundabout.
- Monitor acceleration and change points, namely roads going uphill and at traffic lights
- With heavy traffic on Saffron Road, would the Council write to Leicester and Blaby Councils to devise a strategy to monitor the pollution levels during construction of the proposed new prison, and once the prison opens.
- Implement a twenty mile an hour speed restriction to cut deaths caused by pollution.

In concluding the presentation, the Officer said the Council had received £25,000 for monitoring equipment. There was shared monitoring in South Wigston of Magna Road to

Blaby Road. The Officer would be requesting monitoring from further up Saffron Road.

Residents were requested to send comments and observations by email to:
enviromental.health@oadby-wigston.gov.uk

Action:

Circulate the presentation to Residents.

5. WASTE SURVEY CONSULTATION FEEDBACK (INFORMATION ONLY)

The following results were shared from the Waste Survey feedback by Councillor Boyce. The survey results were shared electronically and by post with Residents. on the South Wigston Forum database.

- Two questions were asked on ranking of what residents wanted.
- Overall Residents wanted to keep weekly bin collections.
- On the third question regarding green waste, the recycling rate was less important.
- On the question of introducing wheelie bins the strongly agree and agrees and the strongly disagree and disagree views were almost identical.
- A report was out today which addressed the Council`s budgetary position and the potential changes to be made.
- Once a plan was in place Councillor Boyce said the Council would reconsult Residents.
- Over 2,300 residents responded to the consultation. A resident pointed out that is less than 5 percent of the Borough population.
- A Resident asked about the use of wheelie bins for the collection of normal waste. The response received for their introduction was fifty-fifty.
- Forty percent of responses were by paper and the remainder by email.

37% of respondents strongly agreed that a fortnightly waste collection would cause them hardship.

6. SOUTH WIGSTON TRADERS' UPDATE

The South Wigston Trader`s Representative in his update report covered the following issues:

Declining Business in the South Wigston Town Centre

The South Wigston Trader`s Representative said the Town centre businesses needed to be better supported. This was due to the imminent closure of seven shops. The sentiment was, the Town Centre Manager`s presence in South Wigston should be more obvious. At present this was felt not to be the case.

It was suggested Councillor Boulter contact the Town Centre Manager to discuss this matter.

Community Centre

There will be a new South Wigston Community Centre. It will be open for use by all in the community. A Resident commented that the hall still required more resources to assist its development.

Electronic Notice Board

An electronic notice board will soon be erected in South Wigston town centre The Town Centre Manager was progressing this .It should be in place by the Autumn. These boards are subject to a high rate of tax but this is to be challenged by the Council.

6a. **CHRISTMAS CAPERS 2017**

See minute reference 8c.

7. **ITEMS RAISED BY RESIDENTS AND SUGGESTIONS FOR FUTURE ITEMS**

Changes to Bus Routes 44 and 49a

A Resident said that the bus services cuts have affected the South Wigston area creating a travelling divide and community isolation.

The general sentiment was that Arriva Bus Company did not care about the travel needs of South Wigston Residents or the impact of cuts on local business.

A Resident said that without the service some elderly Residents were, having to use taxis or were stranded.

South Wigston Traders were said to be contacting the Arriva Bus Company Services Manager to discuss the transport cuts and the impact on the Town.
The Chair said Councillor Boulter was in dialogue with the Arriva Bus company.

Changes to the Forum

The following questions, observations and exchanges of information were shared under this heading as follows.

A Resident said the draft minutes of March 7th 2017were inaccurate. A typed sheet of amendments were proffered as the amendments .The Chair said the minutes were not meant to be verbatim and long. The Resident requested putting the proposed amendments to the draft minutes to a vote. The Chair stated this was not necessary and to note they were accepted.

The Chair said a hard copy of the Local Government Association Peer Review was available for residents to take. The link to an electronic copy was also included in the Chair`s Update paper.

A Resident questioned whether matters arising from the last meeting were completed; namely consultation with the conservatives and why the changes requested by Residents at the last meeting could not be voted on in the meeting.

A Resident stated each Forum was different and the Resident was merely asking for the suggested changes to South Wigston Forum be agreed.

Councillor Boyce stated that, as all the forums all worked the same any changes to the Terms of Reference would require the other two Forums be consulted on any changes.

A resident replied to Councillor Boyce that the changes residents had asked for didn't need any change to the Forum Terms of Reference, and read aloud from the constitution that the remit for the Forum is to:

ˆ...give local residents a greater say in Council affairs; increase public involvement in

public services; help shape council policies; challenge and give feedback on performance; and promote community cohesion.”

The resident also said that the changes to the Forum that residents had asked for were consistent with the Council’s new Corporate Vision, which read,

‘Work with existing forums and forge new relationships in order to strengthen community engagement and cohesion throughout the Borough.’

A Resident said that as it was only minor changes that were asked for and the changes did not need to go to the other Forums.

A Resident from Oadby said, in the past he had attended all three Resident Forums. He said that a change in the way South Wigston’s Forum ran its business could lead to a change in the Terms of Reference for Oadby and Wigston Resident Forums. He further stated that sometimes proposals for funding were brought to the three Forums and change could make it difficult in the future for people to access funds for joint projects.

A Resident said money must be properly accounted and applied for. If this was not the case a Forum would not be needed.

A Resident said, at the previous meeting the manner of how the agenda was set was questioned. Local issues tended to be “bunched up” under any other business and presentations took away time from proper discussion.

A Resident queried why Councillors were seated at tables, when it was agreed for this meeting they would not be.

Action:

For the September meeting , the Chair has agreed to sit in front of Residents and the other Councillors have agreed to sit amongst the Residents.

On the query raised by a Resident as to why the previous changes put to the Forum in March were not implemented; the Chair said this would be addressed following the consultation on change going to Wigston and Oadby Forums on the 12th and 27th of July. Following collation of the results on 4th September, 2017, they would be shared.

A Resident expressed some confusion as to what item had been reached on the Agenda .The confusion was caused because the Chair had moved around some items to allow the DEFRA Air Quality item to be placed further up the agenda. This was to allow the presenting Officer to leave the meeting, to make a three hour journey home.

A Resident said neither the Chair nor Councillor Boyce had attempted to contact anyone about the changes requested and added, where do Residents move forward with this agenda.

The Chair said the issue had gone to the Oadby and Wigston Forums. A report following the consultations in July would be shared in September This would help clarify next steps.

A resident stated that a Freedom of Information request had been made to the Council on the costs of the staffing, and management problems. The costs from May 2015 to the end of March 2017 were £793,000 – including legal and investigation costs, staff suspensions and agency staff, and the Change Management Programme to improve the organization and management.

The resident went on to say since asking for information about the grievance, there was a sense of the Council "closing down" on Residents and "things" having become more difficult. A question was then raised on when an update was to come to the Forum on the crisis in the Council.

Councillor Boyce challenged anyone to show where Council services have not been delivered. It was promised that public services would not suffer due to the grievance and they have not.

The issue was still ongoing and other issues which predate the grievance. Information placed in the public domain was said to be more than the lawyers had agreed there should be. The Local Government Association (LGA) Peer Review report was on the website.

The Chair added, once there was a conclusion to the Grievance a meeting would be called.

Councillor Boyce said, the Council would share what it could when it could. Savings other than £700,000 will be the cut to be met.

The Council was already thinking of how to raise revenue. The accounts showed the Council had turnover money in reserve, plus £2 million.

A Resident questioned when the outcome of talks with Councillor Dave, about changes to the Forum would be shared with this Forum.

Action:

The Chair agreed to update Residents on the outcome of talks held about changes to the Forum, with Conservative Councillor, Bhupen Dave.

Three Seats Are Missing In The Park

A Resident said three seats were missing from the Park .He gave photographs of the seats to the Chair.

Action:

The Chair assured the Resident she would pass the photographs to the Operational Team to investigate.

Taxidermist Practice Generating Unpleasant Smell

A Resident observed that on Saffron Road, where North cottage is located, a taxidermist has disposed of dead carcasses into a ditch. This smelt dreadful and was a potential hazard to people and motorists. There was a risk of people falling into the ditch.

The Resident suggested the smell be placed on the list of DEFRA monitoring of pollution sites.

The Resident asked why the carcasses could not be incinerated.

Action:

The Chair agreed to address the Resident`s concern on this matter.

Blocked Drainage on Gloucester Road

A Resident reported there was blocked drainage at Gloucester Road. The Resident requested the County Council be instructed to remove the blockage. This blockage was viewed to be a danger to both the public and motorists.

Action:

Councillor John Boyce agreed to raise this at the next County Council Meeting.

Parking By Fairfield Primary School

Between the hours of 3pm till 4pm a fire engine will be requested to park partly on the pavement. This is in order to show parents how the current blockage of the road affects the flow of traffic. Councillor Richard Morris was working on organising this. He has spoken to the police about parents' inconsiderate parking which was causing obstruction to the flow of traffic. The school was also working to address this issue.

Items to be Raised for the Next Forum Agenda

Residents and Decision-making.

8. CHAIR'S UPDATES

The Chair`s Update paper, agenda item 7 was presented.

8a. CAPITAL PROJECTS UPDATE

The following capital projects were endorsed by the Policy and Finance Committee and progressed by Finance.

- Phoenix Therapies Take the Weight Off Your Mind workshops award of £1000
- The Community First Responders award of £180.
-

An update report is to be received from Families Foodies project. The update was to be presented to a future Residents Forum meeting

8b. FORUM BUDGET UPDATE

The Forum Update budget was received by the Residents. The balance currently stands at £8,481.

8c. SPENDING REQUESTS

Pw Circuits Factory Request For Two Bins

PW Circuits factory on Canal Street requested the installation of two wall mounted litter bin outside the factory premises and to the southern part of Countesthorpe Street.

Action:

The Chair agreed to follow up this request.

A Request For A Bin On Saffron Road

The proposal for a dog mess bin was put to the Residents. Eleven Residents were in favour. There were two abstentions and no votes against. The proposal was carried.

Action:

It was agreed to fix a bin on the green near to Saffron Road to stop people binning their dog mess in a residents plants.

Christmas Capers

Christmas Capers will be held on Saturday 2nd December 2017. The South Wigston Traders' representative asked for a grant of £3,500 for the event, saying he was 'letting the Forum off lightly this year, as he will be coming back for more later'.

The Leader of the Council stated that Forum awards are up to residents, not up to Councillors, and he was waiting for someone to propose making an award.

A resident proposed an award for Christmas Capers.

One resident stood up and said it had been agreed at the March meeting that proposals should be brought to a meeting with proper paperwork and accounts before any funding was awarded, and that no vote would be taken until the following meeting. She stated that the proposal didn't fit those criteria and emphasized that the Forum should stick to those principles of what had been agreed and information should come to the Forum before any vote. She felt that the proposal for Christmas Capers went against openness and accountability. She spoke directly to the traders' representative stating that this wasn't anything personal to the traders but she felt unable to stay for the vote and couldn't attend Forum meetings if they were run in this way. She left the meeting.

Two other residents then asked what they were being asked to vote for, as they were unclear.

Residents then took a vote by a show of hands on allocating this award. Seven residents were in favour, seven were against, and there was one abstention. The vote was not carried.

Forum Budget - General Discussion

A Resident expressed the view that proposals should be sustainable – not one-off projects. There had never been a proper discussion about the purpose of Forum funding, or the importance of making sure that projects are good value for money with lasting benefit to the community. There should be time on the next agenda to discuss properly what residents want from Forum spending.

The Chair said the Finance Director, Martin Hone was working on an updated process for how proposals were to be brought to the three Forums.

The Chair said she wanted Residents to have a say in decision making and agreed this would be placed as an agenda item for the next meeting in September.

The Chair said the Policy and Finance Committee was the final arbiter for endorsing funds awarded. There were checks and balances in place for approving or not approving the funding awarded at Forum meetings.

Action:

Place discussion of the purpose of Forum budget, and residents' involvement in decision making, as items on the September Forum agenda.

9. DATE OF THE NEXT MEETING

Wednesday 13th September 2017, 7.30pm at Bassett Street Community Hub, Bassett Street, South Wigston.

THE MEETING CLOSED AT 9.20 PM



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Chair
.....

.....
Wednesday, 13 September 2017
.....

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Agenda Item 4



South Wigston Residents' Forum	Wednesday, 13 September 2017	Matter for Consultation
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Title: **Review of the Residents' Forums Consultation**

Author(s): **Martin Hone (Interim Chief Finance Officer / Section 151 Officer)**

1. Introduction

- 1.1 In order to give local residents a greater say in Council affairs, it has appointed a Residents' Forum for each of the town centres within the Borough: Oadby, Wigston and South Wigston.
- 1.2. At its meeting on 28 March 2017, the Council's Policy, Finance and Development Committee requested that a review of the regulations governing grant allocations, including the funding of voluntary organisations and 'on the night' grants allocation at Forum meetings without supporting paperwork, be undertaken. This supports the wider commitments of the Council's transformation agenda.
- 1.3. At its meeting on 5 September 2017, Council considered a report from the Chief Finance Officer setting out various options for changes to the administration of the Forums. This is attached to this report as an **Appendix**.
- 1.4. Members were asked to provide policy guidance on the proposals contained in the report. Their comments are set out below. The original report and the comments of Members are now being sent to the three Residents' Forums for consultation at the September cycle of meetings. The final results of the consultation will be reported back to the Council's Policy, Finance & Development Committee on 31 October 2017.

2. Recommendation(s)

Members of the Forum are asked to comment on the proposals contained in this report and Appendix 1, which will then be consolidated into a report to the Council's Policy, Finance & Development Committee meeting on 31 October 2017.

3. Information

- 3.1 The Council's constitution includes three Residents' Forums. The purpose of each of these is included in their general terms of reference:
 1. To increase public involvement in public services;
 2. To help shape the Council's policies for public services;
 3. To challenge and give feedback on the performance of public services;
 4. To promote community cohesion; and
 5. To report to the relevant Committees.

At its meeting on 5 September 2017, Council considered the report on possible changes to the administration of the three Residents' Forums (see Appendix).

- 3.2 In summary, the views expressed by Members of the Council were as follows:

1. Members would not support the merger of Wigston and South Wigston Forums.

2. Members were happy with the clarification of 'one-off' grants and financing in general, but felt that the pro forma application forms (**agenda item 4a**) were too complex for the relatively small sums of money that the Forums distributed to local groups and individuals.
 3. It was suggested that small grants (say up to £200) could be awarded by Forums without the need to complete too much paperwork.
 4. As regards chairing of the Forums, there was a general view that this should continue to be by an elected councillor rather than a local resident given the need for the Chair to understand the operations of the Council and to have easy access to officers and politicians.
 5. It was proposed that the Chair of a Residents' Forum could in future be any councillor, not necessarily one whose ward was within the geographical area of the Forum.
 6. Members were happy that the financing of the Forums should be included in the Council's annual budget setting exercise.
 7. Members were happy that the agenda for Forums should continue to be set by either agreeing at the conclusion of a meeting what should appear on the next meeting's agenda and/or by residents contacting the Chair of the Forum to agree an item.
 8. Members were keen to stress that the Forum meetings were non-political, and that agenda items should not touch on political matters.
 9. It was felt that the current Terms of Reference for the Forums as contained in the Council's Constitution should be redrafted.
 10. As part of the review of the administration of the Forums, Members asked that thought be given as to how to increase participation from local residents.
 11. It was felt that any changes agreed must be consistent across all three Forums.
- 3.3. It has also been expressed by Members outside the meeting of 5 September that the minutes of forum meetings are too close to a verbatim record and should be condensed either by adopting best practice minute-taking guidance as used at formal committee meetings or shifting towards a note-style/action-based format.
- 3.4. Forums are invited to make any further comments and/or recommendations.

Background Documents:

Report to Council on 5 September 2017 entitled 'Review of the Oadby, Wigston and South Wigston Residents' Forums' (Appendix)
 Capital Project Guidance, Application & Evaluation Forms (Agenda Item 4a)

E-mail: martin.hone@oadby-wigston.gov.uk

Tel: (0116) 257 2621

Implications Review of the Residents' Forums Consultation	
Finance	There are no implications directly arising from this report.
Martin Hone (Interim Chief Finance Officer / Section 151 Officer)	
Legal	There are no implications directly arising from this report.
Martin Hone (Interim Chief Finance Officer / Section 151 Officer)	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> Political Dynamics (CR3) <input checked="" type="checkbox"/> Organisational/Transformational Change (CR8)
Martin Hone (Interim Chief Finance Officer / Section 151 Officer)	
Corporate Priorities (CP)	<input checked="" type="checkbox"/> An Inclusive and Engaged Borough (CP1) <input checked="" type="checkbox"/> Effective Service Provision (CP2)
Martin Hone (Interim Chief Finance Officer / Section 151 Officer)	
Vision & Values (V)	<input checked="" type="checkbox"/> "A Strong Borough Together" (Vision) <input checked="" type="checkbox"/> Accountability (V1) <input checked="" type="checkbox"/> Teamwork (V3) <input checked="" type="checkbox"/> Customer Focus (V5)
Martin Hone (Interim Chief Finance Officer / Section 151 Officer)	
Equalities & Equality Assessment(s) (EA)	There are no implications directly arising from this report.
Martin Hone (Interim Chief Finance Officer / Section 151 Officer)	
	<input checked="" type="checkbox"/> Not Applicable (EA)



Council	Tuesday, 05 September 2017	Matter for Information and Decision
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Title: **Review of the Oadby, Wigston and South
Wigston Residents' Forums**

Author(s): **Martin Hone (Interim Chief Finance Officer / Section 151 Officer)**

1. Introduction

- 1.1. In order to give local residents a greater say in Council affairs, it has appointed a Residents' Forum for each of the town centres within the Borough: Oadby, Wigston and South Wigston.
- 1.2. At its meeting on 28 March 2017, the Council's Policy, Finance and Development Committee requested that a review of the regulations governing grant allocations, including the funding of voluntary organisations and 'on the night' grants allocation at Forum meetings without supporting paperwork, be undertaken. This supports the wider commitments of the Council's transformation agenda.
- 1.3. The purpose of this report is to seek Members' views to inform any additional changes to the purposes of the Forums.

2. Recommendation(s)

Members are asked to provide policy guidance on the proposals contained in this report, which will then be sent to the three Residents' Forums for consultation.

3. Information

The Council's constitution includes three Residents' Forums. The purpose of each of these is included in their general terms of reference:

- 1.** To increase public involvement in public services;
- 2.** To help shape the Council's policies for public services;
- 3.** To challenge and give feedback on the performance of public services;
- 4.** To promote community cohesion; and
- 5.** To report to the relevant Committees.

Residents' Forums have budgets delegated by Council to enable local groups, organisations and individuals to apply to their local forum for funding of projects that seek to improve the quality of life for people who live or work in the Borough. Prior approval for the spending of each Resident Forum budget is subject to the approval of the Policy Finance and Development Committee.

The review has examined the following areas:

4. Grants to Local Organisations

At present, there appears to be a lack of clarity about the types of grants that Forums can consider. Going forwards the following guidance is proposed:

- (i) The grants must only be for one-off, non-recurrent expenditure. This could be for the purchase, say, of a piece of street furniture (provided any ongoing maintenance would be de minimis) or for a one-off event, such as a street party.
- (ii) The grant must only be spent within the geographical boundaries covered by the relevant Forum. Where an organisation seeks funds for activities that go outside the boundaries covered by the Forum, they should instead apply for a Council 'Grant to Voluntary Organisations', which is administered centrally and not as part of the Forums' remit.
- (iii) Applications for grants must only be submitted by local residents. Elected Members should not submit applications to Forums.
- (iv) All applications for grants must be submitted at least ten working days before the meeting of the Forum at which the matter is to be considered. This will provide sufficient time for the application to be included with the agenda papers that are made available ahead of each Forum meeting.
- (v) Applications must be submitted using the pro forma attached as **Appendix 1** to this report and available on the Council's website.¹
- (vi) If, at its meeting, the relevant Forum is minded to support the grant application, this must be minuted so that Officers can make arrangements for the Forum's recommendation to be included in a report to the next meeting of Policy, Finance and Development Committee.
- (vii) Funds will not be released to the organisation applying for the grant until and unless the Forum's recommendation has been agreed by Policy, Finance and Development Committee. If the Forum considers the funding to be too urgent to delay until the next meeting of Policy, Finance and Development Committee, the Chair of the Forum must submit a request to the Council's Director of Finance & Transformation, who will liaise with the Chair of Policy, Finance and Development Committee to agree what action to take.
- (vii) Any organisation that receives a grant from the Forum must complete a brief report on how the funds were spent, using the pro forma attached at **Appendix 2**. This should be sent to the relevant Forum no later than three months after the expenditure has been incurred and included on the agenda for the next meeting of the forum.

5. Chairing the Forums

The Council's Constitution does not specify how the Resident Forum meetings should be chaired, although it has always been the case that all three are chaired by elected Members. The review has considered the following options:

- (i) Allowing the Forums to be chaired by any local resident. The usual process of election of chairman would be required: nomination of candidates, seconding by another resident (or elected Member) and then a vote in open session. The election of the chairman should take place annually at the first meeting of the relevant Forum after the start of the municipal year. Any resident undertaking this role would receive the standard remuneration for chairing which at the date of writing is £1,000 per municipal year.
- (ii) Allowing the Forums to be chaired by any Councillor (i.e. not necessarily a ward Councillor for the area).
- (iii) Given the specific issues at South Wigston Residents' Forum (where there are only three ward Members), to consider merging this Forum with Wigston Town Forum to provide additional resilience in terms of input from elected Members. This would also have the advantage of reducing the costs of administering the Forums which is funded by the Council. Any saving would be a contribution to balancing the Council's budget over the medium term.

- (iv) To consider the potential for administrative support (e.g., taking minutes, coordinating agendas, distributing reports, etc.) to be undertaken by local residents instead of the Council.
- (v) That at the option of the chairman the meeting may be recorded to ensure the accuracy of minutes and agreed actions

6. Constitution and Funding the Residents' Forums

The review has considered the current constitution of the Forums and also the way in which they are funded. As stated above, the costs of administering the Forums is met by the Council's General Fund Revenue Account (and ultimately local Council Tax). The grants allocated by the Forums to local organisations are provided from one-off funding from the Council undertaken periodically and making use of Council reserves. The current levels of funds held by the Forums is as follows:

Oadby	£49,561
Wigston	£53,203
South Wigston	£23,081
Total	£125,845

It would be possible to provide more certainty about the funds available for local organisations by including an allocation to the Forums as part of the Council's annual budget setting exercise which is agreed in February ahead of the start of each financial year. This would also be consistent with the overall review of other reserves and balances which is conducted by the Council as part of the budget setting process.

7. Setting the Agenda for Meetings of the Residents' Forums

In the future, it is proposed that the management of Forum agendas is brought into line with the ways these are managed for other Council Committees:

- (i) The agenda and supporting papers for meetings will be circulated electronically at least five clear days before the date of the meeting. In addition, hard copies of the papers will be made available in local libraries, at Customer Services at Bell Street and at the Council's leisure centres.
- (ii) The agenda and supporting papers will be accessible via modern.gov through the Council's website.
- (iii) The minutes of the meeting will be provided to the chairman of the Resident Forum in a timely manner.
- (iv) An action list will be drawn up following the meeting and provided to the chairman with the minutes.
- (v) Suggestions for the agenda for the next meeting of each Forum can be put forward by any resident of the relevant Forum, either at a meeting of the Forum, or by written request (including email) to the Council's Community Engagement Officer. The agenda will be decided by the chairman of the relevant Forum. Where a requested item is agreed for the agenda, the resident who has proposed the item will be contacted and invited to attend to speak on the particular point. Where the chairman decides that a requested item will not be included on the agenda, the resident who has proposed the item will be contacted to explain the reasons why the decision was made.

8. Next Steps

Subject to the outcome of discussions at Council tonight, the proposals contained in this report will be sent to the next cycle of Residents' Forum meetings in September. The outcome of the consultation will be reported to Policy, Finance and Development Committee on 31 October.

Background Documents:

None.

E-mail: martin.hone@oadby-wigston.gov.uk

Tel: (0116) 257 2621

Implications Review of the Oadby, Wigston and South Wigston Residents' Forums	
Finance	There are no implications directly arising from this report.
Martin Hone (Interim Chief Finance Officer / Section 151 Officer)	
Legal	There are no implications directly arising from this report.
Anne Court (Director of Services / Monitoring Officer)	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> Political Dynamics (CR3)
Martin Hone (Interim Chief Finance Officer / Section 151 Officer)	<input checked="" type="checkbox"/> Organisational/Transformational Change (CR8)
Corporate Priorities (CP)	<input checked="" type="checkbox"/> An Inclusive and Engaged Borough (CP1)
Martin Hone (Interim Chief Finance Officer / Section 151 Officer)	<input checked="" type="checkbox"/> Effective Service Provision (CP2)
Vision & Values (V)	<input checked="" type="checkbox"/> "A Strong Borough Together" (Vision)
Martin Hone (Interim Chief Finance Officer / Section 151 Officer)	<input checked="" type="checkbox"/> Accountability (V1)
	<input checked="" type="checkbox"/> Teamwork (V3)
	<input checked="" type="checkbox"/> Customer Focus (V5)
Equalities & Equality Assessment(s) (EA)	An EA will be completed once policy guidance has been sought from Members.
Martin Hone (Interim Chief Finance Officer / Section 151 Officer)	<input checked="" type="checkbox"/> Full EA Assessment

Agenda Item 4a

Oadby & Wigston Borough Council

Resident Forums' Capital Project Funding Guidelines and Application Form

Guidance for Applicants

The three Oadby & Wigston Borough Council resident forums have a budget from which funding can be given to support projects which meet certain criteria. The guidance notes explain the criteria and how funding for Forums may apply.

To help your application, please read the guidelines. Include any relevant supporting documents and financial information.

Resident forum funding is intended to help improve the place residents live in. Improve the physical environment and / or deliver projects that will make a difference to the quality of life of people. For example: provide local community projects/activity which brings: cultural, sporting, recreational, health, environmental, heritage, safety, or educational benefits to the town and its citizens.

To access funding, contact your local councillor/s and share with them your project/activity idea.

The individual Resident Forum reserves the right to make special exceptions to these guidelines depending on the circumstance of each individual application.

Each resident forum shall retain discretion over its own funding allocation. A recommendation made by one community forum shall not create an exception that it will be supported by another forum. However, Councillors are able to "pool" the funding allocations to support a project(s)/activity(ies).

A decision on an individual application will not be seen as setting a precedent for the consideration of any other applications received by the Council or another resident forum.

Every funding application will be considered on its own merits by forum members. They will take into account the funding available and make recommendations on each application.

Written applications should be submitted at least **7days** before a resident forum meeting in order to be considered at that meeting. Later applications will be considered at the next forum meeting.

All funding awarded must be endorsed by the Council's Policy, Finance and Performance Committee in accordance with the Council's Standing Orders and Financial Regulations, be subject to the Council's legal powers and demonstrate

good value for money. A maximum of three quotes must be provided in line with the Council`s procedural rules.

Funding may be spent on capital projects. Capital is one off expenditure on buying, constructing or improving land, buildings, equipment or vehicles: and the purchase of consumables.

Priority will be given to: one-off, time limited, or start up spends, rather than ongoing running costs which should normally be funded by other funding bodies.

Projects should contribute to the aims of the Council`s Equality and Diversity Agenda and not conflict with Council policy.

- In appropriate circumstances, funding may be given on condition that certain items of equipment purchased with the funding are made available for use by other organisations/groups or in other the other Forum areas.
- .Groups/organisations requesting funding will be from the voluntary sector, be community initiatives, resident forums, tenants associations, community halls, sports and other clubs. They must be constituted and hold a bank account or have a sponsor organisation that can hold funds on their behalf.
- Successful applicants will be notified of funding endorsed by the Policy, Finance and Development Committee at least **1 week** after the decision is made.

Who cannot apply for funding?

- Parish Councils and public agencies
- Profit making organisations
- Proposals which are required as a direct result of a planning condition, enforcement action or any other statutory consent.

What projects cannot be funded?

- Commercial projects e.g. shops, businesses
- Projects which have party political affiliations
- Projects which are not legal
- Established projects which have ongoing revenue costs that cannot be met by the funding

How much can be applied for?

There may be a limit on how much you can apply for from your particular Forum .This will depend on each forum looking at applications and making recommendations as to whether they wish to support the application

Monitoring and reporting progress

A progress report is at least three months after the project started.

A final report showing how allocated funds have been used is required at the end of the project.

Those receiving the funding will be asked to attend a Residents' Forum meeting to report back on the work of the project.

Please note that you will be expected to keep an account of the spending on the project through receipts and provide these on request to evidence that the funding has been spent on what has been applied for.

Those making the application are requested to attend the Forum meeting to speak to, support their application.

The group/organisation will be asked to repay all or part of the funding to Oadby & Wigston Council if:

- The money is not used for the purpose specified, unless changes are made by prior agreement between the Council and the organisation/group
- The organisation/group is not able to provide project details as requested in the monitoring reports
- The organisation/group is wound up or ceases to exist

NOW please check you have:

- completed the whole form,
- signed it,
- added any extra pages and copies of any relevant documents needed to support your project,
- included estimates and price lists as required and included letters of support from other groups if necessary
- included a copy of your constitution as required
- included a copy of your latest bank account statement
- included a copy of your most recent accounts
- **If you provide an incomplete application this may delay the endorsement of your application.**
- Return to The Community Engagement Officer, Oadby & Wigston Borough Council, Station Road, Wigston, Leicestershire, LE18 2DR

Application Form

Oadby & Wigston Borough Council has allocated funding across the three local Resident Forums to support local community projects. The Resident Forums cover: Oadby, Wigston and South Wigston. Before completing this form please read the accompanying guidance information.

Project Title :
Contact Person:
Full Postal Address Postcode
Email:
Telephone:

Is your group

A registered charity

Yes / No

If yes, please give a charity no.:

A voluntary organisation

Yes / No

A community interest group

Yes / No

Other type of group
(please give details):

Other(Please explain)

Project, Activity or Cost

Tell us about what you want to do and how you would involve the local people in the project? *Continue on an additional sheet if necessary:*

If you are organising a public event, does your group/organisation have public liability insurance: **Yes / No** *(please give details)*

.....

Has your group/organisation received resident forum funding before?

Yes / No *(please give brief details)*

.....

Please describe how your project contributes and links to the Council`s Equality and Diversity Agenda vision for the Borough.

The Equality and Diversity Agenda (December 2014) vision states: The Council is ,“ to be an inclusive organisation with shared values, to reduce inequalities by tackling discrimination and building and fostering strong and good cohesive communities and acknowledging that diversity brings an added value to the lives of all who live and work in the area”.

What need is your project or activity addressing and how have these been identified?

Planned Outcomes and their benefit to the local community

Who will benefit from your proposal and what do you think the benefits (outcomes) will be to people living/working in the area?

Approximately how many people will benefit from the project or activity?

How will you measure the success and impact of your project or activity on the community?

When will your project or activity start and when will it be completed?

Sustainability

How will you ensure the benefits of the project/activity continue in the future?

(Continued overleaf)

How much will your proposal cost?

What do you need to carry out your project and if you have to pay for this, what is the estimated cost?

Breakdown of costs: <i>(e.g. staff, accommodation, material costs)</i>	Amount
	£
	£
	£
	£
	£
	£
	£
	£
	£
TOTAL	£

Please identify any **“in kind”** support the project will receive- e.g.; donations of land, property, or professional expertise in order to support the project/activity.

Please give the total amount of funds you are requesting from the Forum.

£:

<i>How will you fund the difference (if any)?</i>	
---------------------------------------------------	--

State which Councillor/s support your proposal

Councillor	Date

--	--

Declaration:

I give permission for Oadby & Wigston Council to record my details and the organisation's details and to publicise successful funding applications. I declare the information provided within this application is correct to the best of my knowledge and will provide monitoring information throughout as requested and at the end of the project.

Signed

Name (Block capitals)

Position in group

Date

For additional information and support contact: veronika.quintyne@oadby-wigston.gov.uk, Tel: 0116 2572648

Please return a paper copy of your application to:

Oadby & Wigston Borough Council, Community Engagement Officer

Corporate /Communities Services, Station Road, Wigston, Leicestershire, LE18 2DR.

Fair Processing Information for Grant Application Forms

Oadby & Wigston Council will use the information you provide on this form for the administration of funding. Your contact details will be added to a database held by the Council for the processing the funding and for consultation purposes. The award of funding is reported publicly. All information held by the Council is liable to disclosure under the Freedom of Information Act unless it is exempt under Data Protection legislation.

If you have any queries concerning the protection of personal privacy or publication of information please contact the Council at Customer Services , 40 Bell Street, Wigston(0116) 2572648.

Office Use	✓ / x	Comments
Project Proposal Plan Received By:		
Date:		

Financial Information Provided:		
Appropriate Number of Quotes Provided:		

Equal Opportunities Monitoring Form

Oadby & Wigston Borough Council promote equality of opportunity to the services it provides. Our aim is to implement and maintain services which ensure that no potential or current resident is treated less favourably on the grounds of: marriage /civil partnership, race/nationality, ethnic or national origin, disability, age or sexuality, sex, religion/belief transgender, pregnancy/parenting responsibilities, nor is disadvantaged by the application of a rule, condition, or requirement, which has a discriminatory effect which cannot be justified by law.

In order to assist the Council in meeting its commitment we would be grateful if you could answer the following monitoring questions

The Council is committed to the following 5 key priorities:

Under the Data Protection Act 1988 the Council requires your permission to process all personal data including the sensitive data requested in this form. In completing the monitoring questions you will be deemed to have consented to the Oadby & Wigston Council processing your data.

The information you supply is part of our statutory duty under the Equality Act 2010 and will be used as statistical information to promote and monitor the Council`s Equal Opportunities Policy and to improve the existing service provided.

Please tick the following that apply:

The age range of the majority of people who will benefit from the project/activity:

0-5 5-15 16-19 20-24 45-59 60-64 65 & Over

The Disability Discrimination Act 1995 defines disability as a "physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day to day activities".

Will the project /activity specifically benefit people with disabilities? Yes/No

Which group(s) will benefit from the project /activity?

White English/ Welsh/ Scottish/ Northern Irish/British White Irish

White Gypsy or Irish Traveller Asian/ Asian British Indian Asian/ Asian British Pakistani Asian/ Asian British Bangladeshi Asian/ Asian British Chinese

Any Other Asian Background (Please specify).....

White and Black Caribbean Black British African

White and Black African Black British Caribbean

Any Other Mixed /multiple heritages (please specify)
.....

Any Other Background (please specify).....

Will specific faith/belief group benefit from the project /activity?

No religion/belief Buddhist Christian Hindu Jewish Muslim Sikh Pagan
Any other religion/belief (please specify).....

Will people of specific sexual orientation benefit from the project/activity?

Bisexual Gay Heterosexual Lesbian Transgender Other (please specify).....

Safeguarding Children and Vulnerable Adults

Where applicants are providing or proposing to provide services that are targeting or impacting on children and /or vulnerable adults, all such applications must complement Oadby & Wigston Council`s Safeguarding Policy.

Equality and Diversity

Applications must reflect Oadby & Wigston Council`s Equality and Diversity Agenda Policy.

Carbon Reduction

Applications are required to address good environmental standards and to actively seek to reduce carbon outputs. It should show awareness of the Council`s position on carbon output emissions. (Greening the Borough Policy).

Oadby & Wigston Borough Council -Resident Forum Project Funding Award

Funding Evaluation Form

Oadby and Wigston Borough Council may ask you to provide evidence of how your Residents Forum award was spent. Failure to do this may exclude applicants from applying for any future funding and you maybe asked to return the funding.

Please complete and return this form within 4 weeks of completion of your project/purchase of equipment, returning it to the address below. **Remember to retain receipts, invoices, press releases and photographs of the project.**

Your feedback is important to us as it is used for internal audit purposes in our planning work and enables us to review the Local Community Budget application process

If you would prefer to complete an electronic version, this may be downloaded from the Council's website

www.oadbyandwigston.gov.uk/

Name and address of Organisation /Group:	
------------------------------------------	--

What did your project/scheme involve and how was your award spent? (e.g. Contributed to a local fun day, enabled an environmental change in order to create better neighbourhoods, the purchase of equipment or match funding for a larger scheme/activity).

what did you originally want to achieve with your activity?

did you meet/achieve those goals? What worked?

look at the strengths of your activity

what could you do differently next time? What could you learn from this to take it forward?

what were the things that held you back?

what does everyone else think?

How did/does your project benefit local people and approximately how many people?

Oadby & Wigston Borough Council -Resident Forum Project Funding Award

How much funding did you receive from the Resident Forum Budget?	£	What was the total cost of your project (including that contributed by the Residents Forum Budget)?	£
<p>Did you obtain any publicity for this project that acknowledged the contribution from the resident forum award e.g. press articles or newsletters? We may request a copy from you.</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/> (please tick) . If you have ticked yes please tell us about the publicity</p>			
Representative Name		Email:	
Address		Tel No:	Date:
<p>Thank you for taking the time to complete this evaluation form.</p> <p>Please return your completed form to the Community Engagement Officer .</p> <p>Email address: veronika.quintyne@oadby-wigston.gov.uk</p>			

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