

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

***PART 1 – PUBLIC DOCUMENT**

Any interest to declare/ or conflict and any dispensation granted n/a

SERVICE DIRECTORATE: LEGAL & COMMUNITY (and other Directorates where consequential amendments required)

1. DECISION TAKEN

- a) To approve the Area Forums Terms of reference Appendix A and agree administrative changes following the Council decision of 18 April 2023 in respect of Area Committee, to Area Forum in any Policy or Strategy that is an Executive function.
- b) – c) To make consequential amendments for the term Area Committee, to “Area Forum” in the Constitution and any *Policies/ Strategy/ Protocols following the decision.

2. DECISION TAKER

- a) Leader, Cllr Elizabeth Denis Harburg in respect of executive functions, and
- b) Jeanette Thompson, Service Director, Legal & Community non- executive functions
- c) Service Directors – remaining where* within remit and reference is made to Area Committee, to change to Area Forum.

3. DATE DECISION TAKEN:

26 April 2023

4. REASON FOR DECISION

- 4.1 To make consequential minor changes to any documents following Council decision of 18 April 2023, to change the Area Committees to informal Area Forums.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1. None thought appropriate.

6. CONSULTATION (INCLUDING THE EFFECT ON STAKEHOLDERS, PARTNERS AND THE PUBLIC)

- 6.1. The Leader, and the Deputy Leader were consulted, and the Group Leader of the Conservatives was sent a copy of the Terms of Reference for any comment.

7. FORWARD PLAN

- 7.1 This decision is not a key Executive decision and has therefore not been referred to in the Forward Plan.

8. BACKGROUND/ RELEVANT CONSIDERATIONS

- 8.1. A [Constitutional Amendment](#) report was presented to Full Council on 18 April 2023. The report covered changing the Area Committees to Area Forums. The rationale for doing this is set out in the body of the report. This was approved, as per the printed

[decisions](#) under item 9. It was indicated at the meeting that finalising such terms would be an executive function (because an element of the informal business would be consideration of grant applications and recommendations – grants being an executive function).

- 8.2. Consequential amendments are also required throughout the Constitution to change references to Area Forums. These have already been referenced in the version uploaded on the website dated 19 April 2023 [\[click here\]](#).
- 8.3. A minor change is required to the Grants Policy (to align to the consideration and recommendations by the Area Forums).
- 8.4. It has been identified that a few other documents/ Strategies refer to consulting Area Committees (such as the Statement of Community Engagement and Parking Strategy), these and any others identified will be updated to reflect the minor administrative change to term by the relevant Service Directors concerned.

9. LEGAL IMPLICATIONS

- 9.1. The Council came to a decision on 18 April 2023 regarding the Area Committees becoming informal Area Forums. Consequential amendments were required to the Terms of reference, Constitution, and other documents.
- 9.2. Amendments to documents are minor administrative in nature where they reflect a decision of Council or a Committee. However, given the decision taken by Council and to the extent the consequential changes are either Executive or non-Executive decisions in nature (to Policies, Strategy, Protocol etcetera), the delegated decision demonstrates the decision taken.
- 9.3. Section 9E of the Local Government Act 2000 sets out how Executive functions can be discharged. Under section 14.6.16.1, of the Constitution, the Leaders responsibilities span all Portfolios. “The Leader can make any decision which is delegated to any Executive Member”. Updates to documents mentioned in 8.3 and 8.4 are minor and executive and therefore covered by this decision to the extent required.
- 9.4. The Service Director: Legal & Community has delegations under 14.6.8(a): (v) *To authorise changes to the Constitution to reflect resolutions of Council or of the Cabinet, and changes of fact and law, or if required for practical purposes, to ensure the proper administration of the Council, subject to regular notification to all members of such changes.* The Service Director concerned also has responsibility for Grants, the Committee, Member and Scrutiny Services and as Monitoring Officer has remit to update the Constitution. The Monitoring Officer may make minor changes to the Constitution under section 2.6.2 (c), if a change is: *“required to be made so as to put into effect any decision of the Council or its committees or the Cabinet”*. Notice is therefore provided in this Decision of such changes.

10. FINANCIAL IMPLICATIONS

- 10.1. None.

11. RISK IMPLICATIONS

- 11.1 Ensuring that Council decision are reflected in relevant documentation is a fundamental part of governance arrangements.

12. EQUALITIES IMPLICATIONS

12.1 See link for report of 18 April 2023.

13. SOCIAL VALUE IMPLICATIONS

13.1 None applicable. See link for report of 18 April 2023

14. ENVIRONMENTAL IMPLICATIONS

14.1 See link for report of 18 April 2023.

15. HUMAN RESOURCE IMPLICATIONS

15.1 See link for report of 18 April 2023.

16. BACKGROUND PAPERS

16.1 See link for report of 18 April 2023, and documents referred to/ links.

17. APPENDICES

17.1 Appendix A – Terms of reference Area Forums.

17.2 Appendix B -Grants Policy/ criteria with tracking: Delegated Decisions 2023 [PAGE](#)

NOTIFICATION DATE

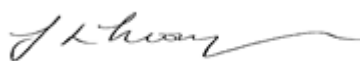
28 April 2023

Signature of Executive Member Decision taker...



Date 26 April 2023

Signature of Decision Taker ...



Call-in does not apply to NON-EXECUTIVE DECISIONS. This decision is partly Executive and Non-Executive.

SECTION 9

Area Forums¹

9.1 Introduction:

To promote greater engagement with our communities, North Herts Council has five informal Area Forums which cover different geographical areas of the district. These are to provide a 'sounding board' for community opinion and an opportunity to input to the Council, via a Forum or their Councillors at a local level. In addition to the local community, County Councillors, Parish/Town, Community Councillors and other partners such as the Police, are welcomed to the Forum meetings, and to speak on an item.

9.2 All Members of the Council will be a member of the Area Forum that includes their own Ward.

9.3 The Area Forum elects its Chair and Vice-Chair annually. If a Chair and Vice Chair cannot be appointed at the first meeting of an Area Forum or at the next available meeting, such appointment shall be made at the subsequent ordinary Council meeting by Full Council.

9.4 Meetings: each Forum will aim to meet four (4) times per year, with the flexibility to meet virtually, hybrid or in person. The dates are agreed by Full Council at Annual Council, however, may be moved or cancelled in consultation with the Chair (or Vice Chair in their absence).

9.5 Although this is an informal body, the quorum for all Area Forums shall be 3 (three). The Forums will aim to make recommendations by consensus; however, in the event of a vote, and a tie, the Chair will have a casting vote under normal principles.

9.6 The aim is for each Area Forum to set a topic or theme for each meeting at the start of the municipal year, with input from the Councillors, communities and partners. The Chair will aim to do this with all the Area Forum membership, however, will have the final say as to agenda setting.

9.7 **Terms of Reference**

9.7.1. To act as a Forum for discussion on matters of local interest and to elicit/hear the views of local bodies and organisations.

9.7.2. To consider and act as an advisory body to the relevant Executive Member for grants who approves these (in consultation with the relevant Service Director). Any 'between meeting' grant applications can be dealt with in urgent situations with the recommendation of the Area Forum members by email or in urgent situations, the Chair.

9.7.3. To undertake a community leadership role in bringing together different interest groups from the public, private and voluntary sectors to work in partnership to meet the Council's corporate strategic and local objectives.

9.7.4. To receive petitions, presentations and questions from members of the public, groups and outside bodies on matters relating to their area.

9.7.5. To provide local input into service specifications where feasible for a local area and input for relevant local area consultations.

¹ These terms of reference may be amended by the Leader, Executive or Officer in consultation with the Executive. These are not formal decision-making bodies

9.7.6. In line with the Council's adopted Statement of Community Involvement to receive any presentations from developers on major planning applications for 100 dwelling and above (including Construction Management Routes) and provide comments accordingly.

9.8 **Area, wards and membership**

Area Forum	Membership	Composition
Baldock and District		
		Hitchin Highbury, Hitchin Oughton, Hitchin Priory (including the north ward of the parish of St Ippolyts) and Hitchin Walsworth.
Letchworth	13	The Wards of Letchworth Grange, Letchworth East, Letchworth South East, Letchworth South West and Letchworth Wilbury.
Royston and District	7	The Wards of Royston Heath, Royston Meridian and Royston Palace (which comprise the area of Royston Town Council) and the Ermine Ward (which comprises the parishes of Barkway, Barley, Kelshall, Nuthampstead, Reed and Therfield).
Southern Rural	10	The Wards of Cadwell, Chesfield, Codicote, Graveley and Wymondley, Hitchwood, Offa & Hoo, Kimpton and Knebworth which comprise the parishes of Codicote, Graveley, Great Ashby, Hexton, Holwell, Ickleford, the south Ward of the parish of St Ippolyts (south ward), Kings Walden, Kimpton, Knebworth, Langley, Lilley, Offley, St Pauls Walden, Pirton, Preston and Wymondley.

Community Grants Policy

1. INTRODUCTION

1.1 North Hertfordshire District Council is committed to providing support to community groups and organisations working in the district to deliver services, build capacity and sustainability, and contribute positively to the achievement of the Council's priorities for the District.

The Council recognises the significant contribution made by the voluntary and community sector to deliver services and contribute positively to the achievement of the Council's priorities for the District.

The Council's Area ~~Committees~~Forums will seek to establish and maintain relationships with outside bodies/voluntary organisations operating specifically within their area including, where appropriate, the recommendation of provision of grant aid / financial support etc, to the relevant Executive Member.

1.2 Any provision of grant funding will seek to support activities that are 'open to all' and do not exclude any specific group of people.

1.3 North Hertfordshire District Council will not authorise the award of a grant which goes against the Council's policies or seeks to reverse a previous decision.

1.4 This document sets out the terms and conditions under which funding applications to the council should be made, the criteria for the award, and the context in which applications will be considered.

2. ELIGIBILITY CRITERIA

2.1. **Applications will be accepted from organisations that are:**

A. Volunteer led or operated on a not-for-profit basis, such as, but not limited to:

- Registered Charities (*that have a charity number*)
- Un-registered Charities (with income under £5000), Constituted Groups or Clubs (*e.g. including children, youth and the elderly, etc*) -
- Community Interest Companies (CIC) or Community Interest Organisations (CIO)
- Schools / Academies (*providing the activity is beyond their statutory responsibilities*)
- Social Enterprises
- Sports Clubs
- Resident Groups / Clubs
- Faith based organisations (*where they are including the wider community*)
- Business Groups and Organisations, including Business Improvement Districts (*on condition that the funding is for something that provides Additionality*)
- Parish, Town and Community Councils (*on condition that the funding is for something that provides Additionality*)

- B.** Be for the benefit of residents of North Hertfordshire.
- C.** Be able to demonstrate financial viability by providing details of income and expenditure and, where relevant, demonstrate compliance with previous grant conditions.
- D.** Have an open-door membership policy and provide services that are accessible to all. This does not preclude single gender organisations from applying as long as they can demonstrate that they comply with the Equality Act 2010.
- E.** Either be formally constituted or demonstrate a good governance structure, including a Management Committee or Board of Trustees that are not all immediately related.
- F.** Be able to demonstrate financial need and that other sources and options for funding have been considered.
- G.** Be able to demonstrate the award of the grant provides Additionality to the service provision of the organisation

2.2 In the case of projects that involve work on a building or outdoor space, the group or organisation must:

- Own the freehold of the land or building, or have a lease which cannot be brought to an end by the landlord for at least five years after the work has been completed.*
- Have the relevant permissions/ licences in place (e.g. planning consent).*

2.3 In the case of projects that involve working with children, young people or vulnerable adults, the group or organisation must:

- Have a safeguarding policy.*
- Have completed DBS checks as appropriate.*
- Have undertaken safeguarding training as necessary.*

3. FUNDING INFORMATION

- 3.1. The Council may support and provide financial assistance as outlined below:

ELIGIBLE for funding	NOT ELIGIBLE for funding
<ul style="list-style-type: none"> <input type="checkbox"/> Activities <input type="checkbox"/> Events <input type="checkbox"/> Equipment <input type="checkbox"/> Publicity and Publications <input type="checkbox"/> Repairs and Maintenance <input type="checkbox"/> Site and Building works <input type="checkbox"/> Training/Workshops <input type="checkbox"/> Travel and Transport (not overseas) <input type="checkbox"/> Venue Hire <input type="checkbox"/> Refreshments (not alcohol) 	<ul style="list-style-type: none"> <input type="checkbox"/> Retrospective funding e.g. for items already purchased or events that have already happened. <input type="checkbox"/> Goods and Services already received or paid for <input type="checkbox"/> Purchase of Alcohol <input type="checkbox"/> A service that the state is obligated to provide. <input type="checkbox"/> Charitable donations. <input type="checkbox"/> Contingency cost, loans, endowments or interest.

4. APPLICATION SUBMISSION PROCESS

- 4.1. All requests for funding must be submitted on the council's Community Grant application form along with all the required supporting documentation.
- 4.2. The form is available as a Microsoft Word file downloadable from the Council's website. *(Wherever possible this should be completed and returned electronically in Microsoft Word.)*
- 4.3. Community Grant applications are considered at the relevant [Forum Committee](#)/Panel and a listing of application deadlines is published on the Council's website.
- 4.4. District wide Community Grant applications may be considered by a District- wide panel. [Subject to funds](#), the panel will meet at least twice a year, and once in July of each civic year, after Cabinet have approved any revenue carry-forwards from the [Area Forum Committees](#) and another date to be agreed. *
- 4.5. You can find the Community Grant application forms at [Community grants | North Herts Council](#) (north-herts.gov.uk) <https://www.north-herts.gov.uk/home/community/grants/area-committee-grants>

5. ASSESSMENT CRITERIA

- 5.1. All applications for grant funding will be carefully assessed to ensure that funding is allocated to projects or activities and areas that will have the most beneficial impact on the residents of North Hertfordshire
- 5.2. The assessment process will use three main criteria:

A. Feasibility Assessment	B. Priority Assessment
<input type="checkbox"/> Will the funding benefit residents of North Hertfordshire? <input type="checkbox"/> Will it be spent within 12 months from receiving the funding)?	<input type="checkbox"/> Does the project fulfil a need for the local community?
	C. Economic Assessment
	<input type="checkbox"/> Does it provide good value for the money? <input type="checkbox"/> Is the applicant financially viable?

- 5.3. **Other areas for consideration, which may strengthen an application:**
 - Partnership with other groups involved in this type of work.
 - Efforts to seek additional joint funding from other sources
 - If the organisation has not applied to NHDC in the past or for a long period of time

6. TERMS OF THE AWARD

- 6.1. Grant monies awarded must only be spent on activities as described in the application, within one year of the decision.
- 6.2. The Council will require details of how the grant was spent, and the provision of receipts, within one year of the decision.
- 6.3. Grant recipients may be requested to report back to the relevant [Forumcommittee](#) / panel [\(or Executive Member\)](#) either by presentation or writing.
- 6.4. Any unspent funds must be returned to the Council.
- 6.5. Details later proved to be incorrect may prejudice a subsequent application and could result in a requirement to repay any funding awarded.

Updated Policy 9 May 2023