

APPENDIX 1

OFFICER DECISION RECORD 1 FORM

This form should be used to record Officer Decisions in Excess of £100k (but below the key decision threshold), or where required by Financial, Contract or other Procedure Rules or following formal delegation from Cabinet or a Cabinet Member or a Council Committee.

Decision Reference No: 2019/16/PH/GDMActiveComsGrant

BOX 1

DIRECTORATE: AHWB

DATE: 25.09.19

Contact Name: Jodie Bridger

Tel. No.: 01302 736631

Subject Matter: Get Doncaster Moving – Active Communities Grants

BOX 2

DECISION TAKEN

To allocate £150,000 to an Active Communities Grants Scheme, where individuals, groups and organisations are able to apply for up to £500. The scheme will start on 16/12/19, and will be open until the investment has been allocated (scheduled 31/3/21). Four locality panels will assess applications and provide recommendations to Sport England and the Cabinet Member for Public Health, Leisure and Culture who will make a formal decision.

This Officer Decision Record is following the approval by Cabinet on the 23.09.19 to receive £1.8m from Sport England to maximise opportunities from the Local Delivery Pilot and delegate to Director of Public Health in consultation with the Chief Financial Officer and the relevant portfolio holder to ensure spend is in accordance with the bid and to undertake the accountable body role.

BOX 3

REASON FOR THE DECISION

Our compelling vision to address the challenge of Doncaster's inactivity levels has been recognised by Sport England as one of 12 national Local Delivery Pilot sites in 2017. This has provided Doncaster with the opportunity to gain support and resources.

Our most recent investment proposal to Sport England was approved by Cabinet on the 23.09.19. It described the 6 six key proposals of our Get Doncaster Moving Investment Plan that we would utilise the funding for:-

- Active Communities
- Future Parks Doncaster
- Doncaster Evaluation
- Systems Network & Leadership
- Maximising the Impact of Major Sports Events
- Marketing & Communications

This Officer Decision record is in relation to the work that we want to develop in relation to Active Communities.

Since the investment award, we have worked hard to listen to and understand our communities through a number of discovery, dream and design phases; led by our work with the Behavioural Science Consortium and the Well Doncaster asset-based community development approach.

We are now in a position to respond to the insight, which has told us that individuals and groups of people in communities are part of the solution to help people to 'get out and about more'. We now need to provide adequate and accessible resources in a way that communities require, in order to change the lives of real people.

The Active Communities Grants will fund ideas from local people, groups and organisations that create the right conditions for people to 'get out and about more' and be active where they live.

Applications can be made up to £500, there is no minimum amount and are open to constituted or unconstituted groups.

Individuals or groups who are un-constituted and do not have a bank account will be advised to contact the Well Officer that is based in their locality, in the first instance. The Well Officer will discuss the idea with the applicant, and support them to explore opportunities to either:

1. Connect with an existing constituted group or organisation, who is eligible to act as the accountable body and apply on their behalf
2. Support the groups to become constituted, with a bank account

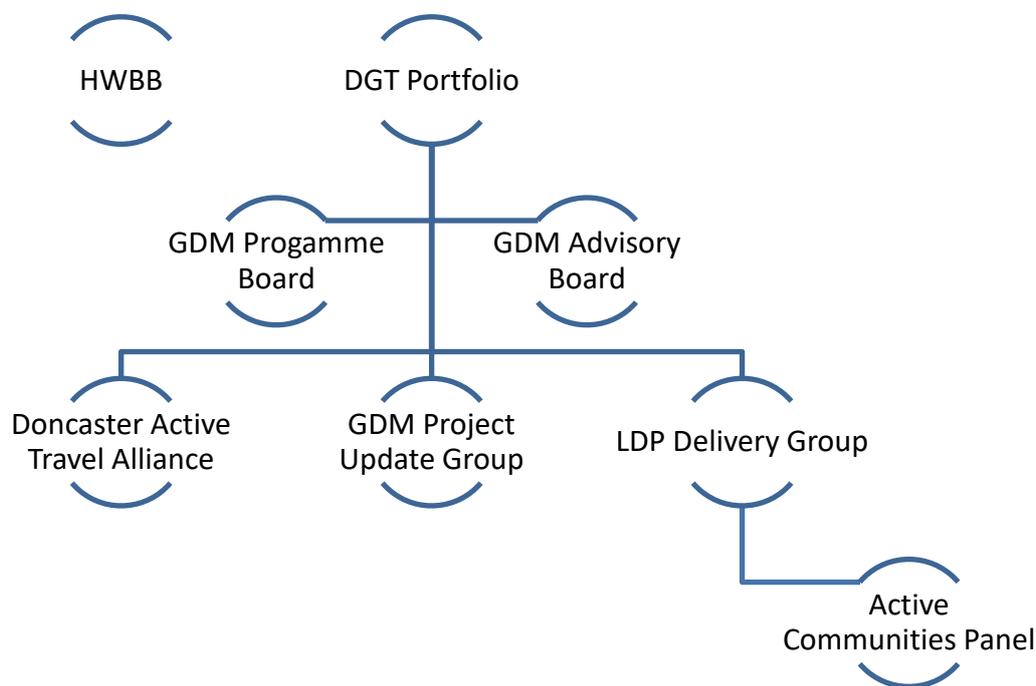
If option 1 or 2 above are not possible, the applicant will complete an application form specifically designed for un-constituted groups. If successful, Doncaster Council will manage bookings and/or payments on behalf of the applicant. This will be managed between the Well Doncaster and Get Doncaster Moving administration teams.

The decisions and recommendations about resource allocation will reflect the community-led approach, while considering the scale of investment, frequency of decision making, staff capacity and geographical boundaries.

Four locality panels will be established (local people and Doncaster Council Officers), with responsibility for the four locality boundaries. The panels will convene electronically (via email), on a monthly basis and their role will be to;

- assess Active Communities Grant applications from individuals, groups and organisations based within the respective locality boundary, as detailed in the map;
- provide recommendations of those applications to be funded, to the Sport England Strategic Lead for Doncaster (in line with National Lottery funding requirements)

The panels sit within the Get Doncaster Moving and DGT Governance structures, as detailed in the diagram below:



Following consultation with the respective Cabinet Members for Public Health, Communities and Adult Social Care, it has been agreed that all Elected Members will be sent the applications from their Ward each month. Elected Members will be invited each month to score and comment on the applications from their ward, within the same timescales and terms as the Locality Panel. The Cabinet Member for Public Health, Leisure and Culture will have oversight and comment alongside the Sport England Strategic Lead at the final sign-off stage.

Records of who has accessed the grant, amount of investment and a summary of what each grant aims to achieve will be maintained by the Get Doncaster Moving Project Support Officer. Individuals, groups and organisations are able to access the grant on more than one occasion; however, the grant must be used in a different way for each application. Every application will be assessed against the pre-application criteria and Active Communities Grant Database to ensure that this is the case.

Records will be reviewed at regular intervals by the LDP Delivery Group (including Sport England) to ensure that the integrity of the programme is maintained and outcomes of the grant are being met.

Within six months of grant award, recipients of grants will be supported to complete a short questionnaire to monitor the impact of the grant, and these will be analysed by our Evaluation partner, CFE Research.

BOX 4

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

1. Administer smaller or larger sized grants

Recent learning from a number of seed funding initiatives in other LDP areas and across Doncaster has shown that up to £500 will have the most impact with the target audiences we are aiming to work with. It also enables the total grants budget to be maximised across more places and people in the borough. We will learn from the first 6 months of delivery and make any necessary changes to the grant amount if required.

2. Do not deliver a grants process

This would contradict the decision made in early 23rd January 2018 to accept entry into Sport England's Local Delivery Pilot and ensure we maximise opportunities presented by the programme through providing council wide support.

Doncaster Council would not be able to access any future significant funding via the Local Delivery Pilot and therefore reduce the amount of resources that Doncaster has to addressing inactivity.

BOX 5

LEGAL IMPLICATIONS

Section 1 of the Localism Act 2011 gives the local authority the power to do anything that individuals may generally do.

S111 Local Government Act 1972 states that a local authority shall have power to do anything (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions.

Although there is no statutory duty for a local authority to provide sports and leisure activities or facilities, Section 2B of the National Health Service Act 2006 (as amended by Section 12 of the Health and Social Care Act 2012) introduced a duty on Council's in England to take appropriate steps to improve the health of the people who live in their area.

The relevant Director must ensure that financial procedure rules E15 to E18 are complied with to ensure that the council's interests are protected at all times.

A funding letter / agreement should be entered into with each funding recipient and any relevant Council obligations from the Council's Funding Agreement with Sport England should be passed down to each funding recipient.

Name: Paula Coleman Signature: By E-mail Date:05th December 2019

Signature of Assistant Director of Legal and Democratic Services (or representative)

BOX 6

FINANCIAL IMPLICATIONS:

Sport England have awarded Doncaster Council £1,835,839 grant funding for further investment in the region for Doncaster's Local Delivery Pilot (LDP). The grant will be used to deliver 6 projects over two years as per the bid submitted. One of the projects is Active Communities, for which £648,381 has been awarded. £150,000 of this award will be used to enable individuals, groups and organisations to apply for grants of up to £500.

Financial procedure rules E15-E18 regarding the issue of grants will need to be followed, including ensuring that a suitable funding agreement between the parties is in place.

Name: Ella Postill Signature: E Postill/FM-AHWB Date: 06/12/19

Signature of Chief Financial Officer and Assistant Director of Finance (or representative)

BOX 7

OTHER RELEVANT IMPLICATIONS

None identified

Name: _____ Signature: _____ Date: _____

Signature of Assistant Director (or representative)

ANY IMPLICATIONS SENT TO DEPARTMENTS SHOULD GENERALLY BE SUBMITTED AT LEAST 5 WORKING DAYS IN ADVANCE TO ENSURE THESE CAN BE GIVEN THE RELEVANT CONSIDERATION.

BOX 8

EQUALITY IMPLICATIONS: (To be completed by the author).

The vision for Doncaster Local Delivery Pilot aims to address the inequalities that exist in participation levels of physical activity of the residents of Doncaster. This work will utilise the insight that we have already gathered on the inequalities related to inactivity and providing solutions into how we address the gaps that currently exist. A Due Regard Statement has previously been developed for the Physical Activity and Sport and LDP paper but we will be ensuring that the work of the Active Communities Grants is inherent in taking due regard to where inequalities exist.

BOX 9

RISK IMPLICATIONS: (To be completed by the author)

Financial & Legal/compliance	Will not receive significant investment into addressing inactivity in Doncaster. Long term financial impacts will be seen via the worsening of health and productivity in the population.	25
Organisational	Without this funding the staff capacity to work on this challenge is significantly affected.	25
Reputation / Stakeholder Management	The LDP is overseen by a group of strategic stakeholders who are committed to addressing inactivity across the Borough. Our local and national reputation if we do not continue with our commitment to this national pilot will be severely affected risking future funding in this area of work. If we do not administer a grants process, we risk damaging the relationship with residents and community members.	20
Strategic Planning & Service Delivery	The LDP is a core element of Get Doncaster Moving within DGT. Support and funding from Sport England. Progress severely hampered if funding plan not agreed.	12

**BOX 10
CONSULTATION**

The Active Communities Grants process has been developed using the information and insight gathered from a number of sources. This has included:-

- In depth research with our communities
- Voluntary Sector organisations
- Tour de Yorkshire seed fund
- Other Doncaster Council funding opportunities
- Cabinet Members for; Public Health, Leisure & Culture; Communities, Voluntary Sector and the Environment; Adult Social Care
- Doncaster Council Departments; Well Doncaster, Communities Teams, Procurement
- Approval by the Get Doncaster Moving Board
- Approval by Sport England as part of the Get Doncaster Moving Investment Proposal

**BOX 11
INFORMATION NOT FOR PUBLICATION**

None identified

Name: _____ **Claire Hewitt** _____ **Signature** _____ **Date:** 10/12/2019

Signature of FOI Lead Officer for service area where ODR originates

**BOX 12
BACKGROUND PAPERS**

Please confirm if any Background Papers are included with this ODR YES

(If YES please list and submit these with this form)

DONCASTER'S LOCAL DELIVERY PILOT INVESTMENT PLAN KEY DECISION 23.04.19

<https://doncasterintranet.moderngov.co.uk/documents/s21391/i6%20Key%20Decision%20GDM%20Investment%20Cabinet%2010.0>

**BOX 13
AUTHORISATION**

Name: __Rupert Suckling__ Signature: _____ Date: 11/12/2019

Director of Public Health

Does this decision require authorisation by the Chief Financial Officer or other Officer

YES/NO

If yes please authorise below:

Name: Debbie Hogg Signature: _____ Date: 03/01/2020

Director of Corporate Resources

Consultation with Relevant Member(s)

Name: _____ Cllr Nigel Ball Signature: _____ Date: 07/01/2020

Designation _____ Cabinet Member for Public Health, Leisure and Culture _____

(e.g. Mayor, Cabinet Member or Committee Chair/Vice-Chair)

Declaration of Interest YES/NO

If YES please give details below:

PLEASE NOTE THIS FORM WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE IN FULL UNLESS IT CONTAINS EXEMPT OR CONFIDENTIAL INFORMATION.

Once completed a PDF copy of this form and any relevant background papers should be forwarded to Governance Services at Democratic.Services@doncaster.gov.uk who will arrange publication.

It is the responsibility of the decision taker to clearly identify any information that is confidential or exempt and should be redacted before publication.