

# Portfolio Holder Decisions/Leader Decisions

Date: Thursday, 9 April 2020  
Time: 6.00 pm  
Venue: Online

## Membership

Councillor Izzi Seccombe

Items on the agenda: -

- 1. Councillors' Grant Fund 2020-2021- COVID-19 Support Fund** 3 - 12

An urgent decision is required of the Leader to approve the bringing forward of the Councillors' Grant Fund 2020-21 during the Coronavirus emergency.

**Monica Fogarty**  
Chief Executive  
Warwickshire County Council

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**Decision made under the Council's Urgency Procedure by  
the Leader of the Council on 9 April 2020**

**Councillors' Grant Fund 2020–2021- COVID-19 Support  
Fund**

<b>Lead Member</b>	<b>Leader of the Council, Councillor Izzi Seccombe</b>
<b>Date of decision</b>	<b>9 April 2020</b>
	<p><b>Signed</b></p> 

**Decision**

That the Leader of the Council agrees to bring forward the Councillors' Grant Fund 2020-21 to:

- Help people self-isolating or in quarantine as a consequence of COVID-19.
- Improve community resilience against the wider impact of COVID-19.
- Develop community networks to support either of the above.

**Reasons for decisions**

An urgent decision is required of the Leader to approve the bringing forward of the Councillors' Grant Fund 2020-21 during the Coronavirus emergency.

## 1.0 & 2.0 Background information

### 1.0 Key Issues

1.1 There is budget approval for the Councillors' Grant Fund for 2020-21. The budget comprises the sum of £6,000 for each of the 57 elected members £342,000 in total.

1.2 A co-ordinated effort across the voluntary and community sector is making a tremendous difference to isolated and vulnerable people and those most in need of help. To help sustain this effort a special round of the Councillors' Grant Funding will take place according to the following dates:

- Application window open 14 April 2020
- Application window close 26 April 2020
- Applications to members for determination w/c 27 April
- Applications informed of success or non-success w/c 4 May
- Payments to applicants w/c 11 and w/c 18 May

1.3 The Grant Fund will be advertised through the usual channels including through Warwickshire and Community and Voluntary Action.

1.4 It is expected that the majority of the Grant Fund for 2020-21 will be allocated through this round.

1.5 The application process will be streamlined in the interests of expediency. In particular, the requirement for applications to be scored will be deleted. Applications will go straight to members for determination.

1.6 For Warwick District, where members split their allocations between the Councillors' Grant Fund and the Community Forum Grant Funds for their divisions, members will be asked prior to launch how they wish to split their allocations. It is expected that most will allocate all or the majority of their allocations to the Support Fund.

1.7 As per the usual procedure groups will be required to complete an evaluation/monitoring form to ensure the monies awarded have been spent in accordance with the requirements of the COVID-19 Support Fund.

### 2.0 Options and Proposal

2.1 Options:

- Bring forward the Councillors' Grant Fund to April 2020 as described above.
- Continue with the scheduled first round of the Councillors' Grant Fund in May 2020
- Reprofile the Councillors' Grant Fund to address other priorities.

**2.2 Proposal:**

Bring forward the Councillors' Grant Fund 2020-21 to:

- Help people self-isolating or in quarantine as a consequence of COVID-19
- Improve community resilience against the wider impact of COVID-19
- Develop community networks to support either of the above

See appendices 1 and 2 for briefing note and guidance notes

**3.0 Financial implications**

3.1 No additional expenditure required above the approved budget for 2020-21

**4.0 Environmental implications**

4.1 None

**5.0 Timescales Associated with the Decision and Next Steps**

5.1 It is appropriate that this report should be dealt with under the Urgent Decision procedure in the County Council Constitution because of the timescales involved and the need to urgently support voluntary and community sector groups helping isolated and vulnerable people.

<b>Report Author</b>	John Findlay
<b>Assistant Director</b>	Kushal Birla
<b>Lead Director</b>	Rob Powell
<b>Lead Member</b>	Leader of the Council

<b>Urgent matter?</b>	Yes
<b>Confidential or exempt?</b>	No
<b>Is the decision contrary to the budget and policy framework?</b>	No

**Lists of reports considered**

Not applicable

**List of background papers**

None

**Members and officers consulted and informed**

Portfolio Holder – Councillor Izzi Seccombe

Corporate Board – N/A

Legal – Nichola Vine/Jane Pollard

Finance – Andy Felton and Rob Powell

Equality – N/A

Democratic Services – Paul Williams

Councillors –

Councillor Adrian Warwick (For consent to urgency)

Councillor Izzi Seccombe

Opposition Leaders

## APPENDIX 1 - WCC Councillors' Grant Fund 2020-21 COVID-19 Support Fund Briefing Note

### Purpose

We are all in the fight against COVID-19 together and brilliant work is happening across Warwickshire to keep people stay safe and well.

A co-ordinated effort across the voluntary and community sector is making a tremendous difference to isolated and vulnerable people and those most in need of help.

To sustain this effort, it is proposed that a special round of Councillors' Grant Funding take place, named the COVID-19 Support Fund.

There are 57 Councillors, each Councillor having an allocation of £6,000.

### Proposed process

A simple application form and guidance notes have been created ([click here](#)) These have been based along the lines of Staffordshire County Council Fund, although adhering to the basic format of the Warwickshire County Council, Councillors' Grant Fund.

Using the online form, groups will be limited to one Councillor per application, although they can submit further applications to other Councillors if they wish.

*In Warwick District, the County Councillors normally separate their £6,000 between the County Councillors' Grant Fund and the Community Forum Grant Funds for their divisions. Alistair Rigby will contact the County Councillors in Warwick District to ask them how much of their pots they wish to allocate to the COVID-19 Support Fund.*

### **Proposed timescales for the fund are as follows:**

Launch Date	Monday 13 April
Closing Date	Sunday 26 April
Process data and send applications to Councillors	w/c Monday 27 April
Inform applicants of success of application	w/c Monday 4 May
Process payments	w/c Monday 11 & 18 May

Meeting these deadlines is dependent on the following:

- Availability of 3 members of business support staff to be deployed to this task specifically for the processing of applications, preparing applications for Councillors, liaising with Councillors, and processing payments.

## **APPENDIX 1 - WCC Councillors' Grant Fund 2020-21 COVID-19 Support Fund Briefing Note**

- Availability of E Services staff to amend webpages ready for launch on 13 April.
- Quick decisions by County Councillors with divisions in Warwick District on how much of their £6,000 pots they wish to allocate to the COVID-19 Support Fund.
- Remove the step of Localities Officers scoring applications, so the applications can go directly to Councillors after the closing date, once the admin team have processed the applications.
- Quick turnaround from Councillors (suggestion of 2 days) from when they receive their applications to them making decisions in terms of allocations.
- Quick turnaround by groups in returning their grant acceptance forms and bank details, following successful notification.

As with the standard WCC Councillors' Grant Fund, groups will be required to complete an evaluation/monitoring form to ensure the monies awarded have been spent in accordance with the requirements of the COVID-19 Support Fund.

### **Recommendation**

The full amount of £342,000 (57 x £6,000) is allocated to the COVID-19 Support Fund (minus any monies retained by County Councillors with divisions in Warwick District, retained for the Community Forum Grant Funds).

### **Conclusion**

The COVID-19 Support Fund should be seen as a quick and simple, yet transparent, process which will support the voluntary and community groups within Warwickshire through this crisis.

This briefing note, guidance notes, application form and other supporting documentation have been pulled together by Amanda Wilson-Patterson, Lori Harvey and Asmaa Ahmedabadi in the Localities & Partnerships Team.

05.04.2020



**WCC COUNCILLORS' GRANT FUND 2020-21  
(COVID-19 SUPPORT FUND)**

**APPENDIX 2 -- GUIDANCE NOTES**

**Please read this information sheet carefully. It will help you to decide whether or not you can apply to the Councillors' COVID-19 Support Fund.**

**Deadline for applications is Sunday 26 April 2020**

The WCC Councillors' COVID-19 Support Fund has replaced the traditional Councillors' Grant Fund and is aimed at community and voluntary organisations. The Fund provides each of the county council's 57 Councillors with an allocation of £6000 to support community groups and voluntary organisations in their area respond to the current COVID-19 situation and be resilient, safe and connected. This in turn will support the council to meet the following outcomes:

- Warwickshire's communities and individuals are supported to be safe, healthy and independent
- Warwickshire's economy is vibrant and supported by the right jobs, training, skills and infrastructure

Funding can be used by:

1. **NEW Community groups** to support new community activity that helps:
  - people self-isolating or in quarantine
  - the community to be resilient against the wider impact of COVID-19
  - develop community networks to support either of the above
2. **Existing volunteer/community groups** to:
  - keep activity running that is supporting people through the Covid-19 crisis
  - keep running - e.g. if they have experienced a loss of income through a lack of participants and still need to pay overheads

Groups applying to this stream will be asked to evidence why they need this money. This stream is not available to commercial enterprises. For applications to this funding stream, overheads costs must only be for the period to 30 June 2020.

**1. Who can apply?**

- ✓ Constituted 'not-for-profit' community organisations in Warwickshire
- ✓ Non-constituted or new 'not-for-profit' groups working in Warwickshire that can be supported by a mainstream service or community group willing to administer the funds through an organisational bank account
- ✓ Warwickshire Town and Parish Councils

**WCC COUNCILLORS' GRANT FUND 2020-21  
(COVID-19 SUPPORT FUND)**

**APPENDIX 2 -- GUIDANCE NOTES**

**2. Who cannot apply?**

- ✗ Groups or organisations that have failed to meet the conditions of previous award agreements from Warwickshire County Council's Locality Working Service
- ✗ Party Political/lobby groups
- ✗ Individuals
- ✗ It is unlikely that applications from statutory organisations will be supported, with the exception of applications from town and parish councils.

**3. What will not be funded by the grant fund?**

- ✗ Projects that promote religious or party political beliefs
- ✗ Projects for personal profit or personal gain
- ✗ Costs relating to items purchased or work already carried out before the grant has been awarded
- ✗ Loans or debt repayments
- ✗ Activities that are part of statutory obligations
- ✗ Running costs of an established group or activities which are that groups main service
- ✗ Existing contractual arrangements with WCC

**All projects must follow national legislation, guidance and good practice in relation to: equality and diversity; health and safety, safeguarding and the current COVID-19 guidance.**

**4. Application Process**

- a) Applications should be submitted using the simplified online application form found on our webpage <https://www.warwickshire.gov.uk/grants>.
- b) Applications must be submitted by **the deadline date as detailed above**. Application forms can be submitted at any time, but funding decisions will only be made following the deadline date.
- c) You will receive a copy of your submission following the closing date.
- d) All applications will be considered by the relevant County Councillor(s) before grant awards are made.
- e) We will endeavour to inform all applicants of the outcome of their application within approximately 2 weeks of the deadline date.

## WCC COUNCILLORS' GRANT FUND 2020-21 (COVID-19 SUPPORT FUND)

### APPENDIX 2 -- GUIDANCE NOTES

- f) Successful applicants will be duly notified of arrangements for receipt of funding. We will endeavour to process payments as early as the week commencing 11 May 2020.
- g) All funding must be spent by 30 June 2020, as it has been put in place to help communities respond to the current COVID-19 crisis.
- h) Within 3 months funding receipt, all successful applicants will be required to complete a simple monitoring report on the impact of their initiative.

**Please note due to the changing nature of COVID-19, WCC may change the dates as stated above.**

#### 5. Help and Support

Any questions in relation to your application should be sent to [funding@warwickshire.gov.uk](mailto:funding@warwickshire.gov.uk), or please contact Warwickshire CAVA who will be able to assist you with completing your application if you require - [www.wcava.org.uk](http://www.wcava.org.uk).

#### 7. Area Team – Local Contact Details

Details of all Warwickshire County Councillors and the divisions they represent can be found on the WCC website at [www.warwickshire.gov.uk/councillors](http://www.warwickshire.gov.uk/councillors).

If you are unsure which area your project will benefit, or to discuss your application, please contact the Area Team using the contact details below.

District / Borough	Localities and Communities Officer	Contact details
Stratford	Amanda Wilson- Patterson	<a href="mailto:amandawilsonpatterson@warwickshire.gov.uk">amandawilsonpatterson@warwickshire.gov.uk</a> 07780 995817
Warwick	Alistair Rigby	<a href="mailto:alistairrigby@warwickshire.gov.uk">alistairrigby@warwickshire.gov.uk</a> 07881 920605
Rugby	Jennifer McCabe	<a href="mailto:jennifermccabe@warwickshire.gov.uk">jennifermccabe@warwickshire.gov.uk</a> 07887 650641
Nuneaton and Bedworth	Mike Slemensek	<a href="mailto:mikeslemensek@warwickshire.gov.uk">mikeslemensek@warwickshire.gov.uk</a> 07557 814937
North Warwickshire	Lori Harvey	<a href="mailto:loriharvey@warwickshire.gov.uk">loriharvey@warwickshire.gov.uk</a> 07827 284406

**WCC COUNCILLORS' GRANT FUND 2020-21  
(COVID-19 SUPPORT FUND)**

**APPENDIX 2 -- GUIDANCE NOTES**

If you require this information in a different format, please contact us by email on [funding@warwickshire.gov.uk](mailto:funding@warwickshire.gov.uk).