

Ward Budgets 2015-2016



Information and guidance

It was agreed at Ordinary Council in June 2015 that Members be allocated a total of £25,000 for ward based budgets - this equates to £675.68 for each Councillor.

Members can utilise this money jointly for one scheme within their ward if they so wish, or the budget can be utilised to support smaller projects within the ward.

The scheme is limited to activities which are functions of this Council – either statutory or discretionary (and the power of general competence makes this quite wide with scope for innovation), rather than a function of another body.

When submitting proposals, Members should be mindful of making requests that are proportionate to the processing costs.

Priorities

Schemes should relate to the Council's priorities, which are:

- **Street Scene and environment**

- Projects enable communities to take a more active role in delivering a cleaner and safer environment.
- Projects which encourage more people to be involved in the environmental aspects of their community such as community clean ups or recycling initiatives
- Projects which can deliver street scene services which are efficient and improve the Council's effectiveness

Project example: funds to buy equipment for community litter-picking sessions.

- **Localism**

- Support people to do more for themselves and rely less on public services such as delivering community events or local initiatives.
- Support local communities to run some local services previously undertaken by the Council which meet local needs
- Support the delivery of a young people's event to showcase local opportunities including volunteering
- Support the delivery of local community initiatives and projects, especially those that use volunteers or increase volunteering

Project example: funds to buy a community notice board.

- **A Prosperous Borough**

- Support initiatives that promote a mixed economic base and maximise opportunities in the centres for retail and a balanced night time economy
- Support initiatives that support job creation in the Borough

Project example: funds to pay for an employment skills workshop.

- **Housing Health and Wellbeing**

- Support the creation of a range of housing that meets the needs of our population now and in the future
- Support projects that encourage council tenants (and non council tenants) to be

- socially responsible and good neighbours
- Support schemes which support the Welfare Reform agenda, whilst protecting the most vulnerable
- Support the effective representation of local people's views and needs for improved and accessible health services
- Support the development of a skills matching services that will help claimants apply for jobs
- Support the adaptation of homes to enable independent living

Project example: funds towards benches for older people.

- **A Safe Borough**
 - Support projects/schemes which reduce anti-social behaviour
 - Support projects that work innovatively with young people and families at risk of offending or being involved in anti-social behaviour
 - Support projects which reduce offending by young people
 - Projects which support crime awareness and vigilance across Brentwood residents

Project example: funds towards a diversionary project for young people, such as start up costs for a local youth group.

For more examples of what projects have been previously funded under the Ward Budget scheme, please visit <http://opendata.brentwood.gov.uk/View/grants/ward-based-budgets>

Application and decision process

The scheme will be open for submissions from **1st June 2015 to 29th February 2016**.

Proposals should be submitted via the [online Councillor's Proposal Form](#).

Please complete all boxes on the Councillor's Proposal Form. This will quicken the payment process. Once submitted, proposals will be sent to the Leader of the Council for approval in consultation with the Head of Borough, Health, Safety and Localism. Please allow at least 7 days for approval.

Payment

- **For organisations**

Please ensure you complete the bank details on the application form

Once approval has been made, the request will be processed for payment, which may take up to 30 days.

- **For individuals**

Please note that the Council will not make direct payments to individuals, and in such cases, invoices will be requested to settle directly.

Monitoring

Councillors will be asked to complete a short feedback form at the end of the financial year to confirm that the proposed project has been completed and is benefitting the local community.

There is a requirement that each councillor ensure that a record is made in writing of any decision made or action taken in connection with the discharge of the particular function of the Council and within one month of the date on which the decision is made, or action taken, provide the record to the Council (see the Exercise of Functions by Local Councillors (Written Records) Regulations 2009).

Further Information

For further information about Ward Budgets, please contact: **Lucy Gill** (Mon-Thurs),

Community Services,

Tel: 01277 312645/ 07929 297954

Email: lucy.gill@brentwood.gov.uk