

WEST DUNBARTONSHIRE COUNCIL

Report by Executive Director of Corporate Services

Corporate and Efficient Governance Committee: 20 October 2011

Subject: Older People's Grant Funding

1. Subject

- 1.1 The purpose of this report is to provide Members with an update on the process undertaken regarding the older peoples grant funding reform.

2. Background

- 2.1 A report was submitted to Corporate and Efficient Governance Committee on 22 June 2011, making recommendations for the process of future grant payouts. Committee agreed the proposal for 2011 and to note that a further report would be presented to Members with further details of the procedures which have been followed to collate the necessary information, in order to make recommendations on allocation of funding.
- 2.2 It was agreed that each individual resident within the council area over 60 years old by 1 December 2011 be given the opportunity to nominate their allocated share of the funding to either a relevant group of their choice or to nominate that they receive their funding directly to their own bank account.

3. Main Issues

The process

- 3.1 The Council advertised the change in the grant process and the need to complete individual or group nomination forms by a variety of methods – including press releases, posters in a number of council locations, posters in doctor's surgeries and by use of the council's web site.
- 3.2 Access to and submission of the nomination forms was available by a variety of methods – including nine open days held in a number of locations throughout the council area; use of the internet; by telephone via the contact centre; by post or by handing in at one of many available council locations (such as libraries, social work homes, housing offices, etc.). Groups were also given to opportunity to collate the information on behalf of nominations being made direct to each group. The analysis of form collation is as noted below:

Method	Number received
Internet/contact centre	1,917
Open days	5,625
Group	2,484
Total	10,026

- 3.3** The grant allocation in previous years has gone specifically to groups, with total membership (and therefore the number of individuals benefiting) of 13,229. The council are aware that currently it is estimated that there are over 20,537 residents over 60 years of age. It is expected that the numbers of residents opting into the new process would increase annually as more people become part of it.
- 3.4** The nomination process was available over the summer recess period, with a receipt deadline of 26 August 2011. At Council on 24 August 2011, Members agreed to extend this deadline until 30 September 2011, with recommended funding allocations to be reported to a special Committee in October and thereafter agreed payments being made as appropriate, with a target date of 30 November 2011.
- 3.5** If a person has nominated twice, the latest submission (dated) will be taken as the valid nomination. The forms, including all personal details are stored within a secure location, with limited access to relevant staff only.

Nominations

- 3.6** Of those who have completed a nomination form, the breakdown of the nominations given are summarised as follows (appendix 1 provides detail):

	Number
Nomination to self	7,542
Nomination to group	2,484
Total	10,026

- 3.7** For Member's information, the grant allocation in 2010, which was allocated specifically to groups, is noted in appendix 2. It should also be noted that the Clydebank Old Peoples Welfare Group and the Dumbarton Senior Citizens Committee are both umbrella organisations, whom received funds on behalf of a number of groups. The Clydebank umbrella group historically gave grant funding of £200 per group each and £15 per eligible resident. The Dumbarton group historically allocated funding to groups based upon group membership numbers and amount of grant awarded.

Available Funding

- 3.8** The funding available for the 2011 payout is £190,010 broken down as noted below:

	£
Council Funding	183,690
Dumbarton Common Good Funding	6,200
Staff contributions	120
Total	190,010

- 3.9** Based upon previous decisions, the method of distribution will be:-

- £15 per person nominating – including group and individual nominations; and

- remaining funds allocated to groups on a similar percentage to last year's allocation.

Next steps

- 3.10** At the time of writing the report, Officers have undertaken initial checks for duplicate nominations and require finalise this work, as nominations have come in incomplete, slightly wrong formats for some information, etc – so this process is ongoing. Prior to any payout, staff will check to ensure eligibility of nominations (e.g. residency and age).
- 3.11** Any group receiving funding are required to submit a completed grant application form and relevant paperwork (e.g. constitution, recent bank statement, etc.). This allows the Council to 'follow the public pound' ethos and check the nominations are to a properly formed group and that there are no financial or sustainability issues indicated.
- 3.12** Following this year's process, a review will take place to identify ongoing issues which need challenged and removed/minimised, 'lessons learned' and required improvements or changes to the process.
- 3.13** The nomination process for the 2012 payout will be considered by officers (and a sample of stakeholders) in early 2012 to identify further methods to maximise the number of individuals completing nomination forms and improve the overall process. The allocation for 2012 payout will be reported to Corporate and Efficient Governance Committee post-summer recess and will recommend allocation of funding based on number of nominations at that stage.

4. Personnel Issues

- 4.1** Any workload resulting in the process has been contained within the current staffing resources.

5. Financial Implications

- 5.1** The allocation in 3.9 above, is contained within the current available budget for 2011/12 of £190,010.

6. Risk Analysis

- 6.1** Due to action being taken regarding checks on eligibility of individuals and groups, it is anticipated that potential for mis-use of funds should be mitigated.
- 6.2** The use of the Council's 'tell us once' policy should minimise any funds being remitted when it is no longer appropriate to pay.
- 6.3** There is a risk that individuals have given the Council inaccurate information (e.g. bank details or details for bank accounts not accepting incoming funds). The Council is reviewing the information currently and contacting individuals where necessary. If an inaccuracy is not apparent until payments have commenced, action will be taken to rectify the situation with contact details held on nomination forms.

7. Equalities, Health & Human Rights Impact Assessment (EIA)

- 7.1** Equalities, health and human rights impact assessment was been completed for the recommendations regarding the change in processes per the Committee report on 22 June 2011. The recommendation for allocation of funding follows as part of this assessment.

8. Strategic Assessment

- 8.1** This report recommends an allocation of funding already held within the budget. The Council has identified a strategic priority for 2011/2012, namely Social & Economic Regeneration; to which this contributes.

9. Conclusions and Recommendations

- 9.1** The report gives an update on the process to date regarding nomination forms received prior to the deadline of 30 September 2011.

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Date: 14 October 2011

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Appendices:

1	Group Nominations
2	Grant allocation 2010
3	Allocation recommendation

Background Papers: Corporate and Efficient Governance Reports:
25 February 2009
29 April 2009
24 March 2010
26 May 2010
25 August 2010
27 October 2010
22 June 2011
Nomination forms received

Wards Affected: All