



Report to: Income Generation Sub-Committee, 11th July 2017

Report of: Head of Finance and Interim Section 151 Officer

Subject: SMALL PROJECTS FUND

1. Recommendation

- 1.1 **That the Sub-Committee consider bids received from members to access funds from the Small Projects Fund and make decisions on which projects to proceed with within the approved funding allocation of £250,000;**
- 1.2 **That the Sub-Committee approves that if the full £250,000 fund is not allocated, the balance remaining is transferred to the City Plan Development Fund; and**
- 1.3 **That the Sub-Committee approves the allocation of £50,000 from the Income Generation Fund for the recruitment of a Project Management Officer on a twelve month fixed term contract to manage the approved projects.**

2. Background

- 2.1 As part of the approved budget for 17/18 and the Medium Term Financial Plan a Small Projects Fund was established to be funded from 50% of actual additional income received in 2016/17 compared to budget.
- 2.2 Policy and Resources Committee received details of the 2016/17 year- end financial position at its meeting in May and approved the transfer of resources totalling £250,000 to the Small Projects Fund in line with the original budget approvals. The allocation of that funding is the responsibility of the Income Generation Sub-Committee in line with the recently approved constitution.

3. Process adopted

- 3.1 A total of 23 bids were received from members which translated to 45 individual projects.
- 3.2 Each of those projects were subject to discussions with relevant officers within the Council as a result of which a number of proposals were excluded in discussion with the member proposing that bid on the basis;
 - they were already in the schedule of works and therefore did not require any additional funding via the Small Projects Fund;
 - had already been considered and taken on board and were part of the medium term financial plan and transformation programme;
 - or were outside the responsibility of the City Council functions.

- 3.3 A number of other bids were variations on the same theme and therefore with the agreement of the members concerned were merged into one bid.
- 3.4 As a consequence a total of 15 project bids have been completed by members, with the support of officers where required, using the approved template. These have then been subject to an appraisal by the Strategy and Transformation team, assessing the extent to which the individual bids meet the objectives and priorities within the City Plan and Medium Term Financial Plan based on the information provided within their bid. A summary of the results of that appraisal is shown at **Appendix A** with the detailed individual completed bids information detailed at **Appendix B**.
- 3.5 The evaluations have shown two types of bids, those requiring one-off funding in order to deliver a dedicated project; and those which are requesting funding to provide evidence based feasibility studies and outline business cases which could then be used to justify additional funding through the City Plan Fund (and other partner organisations where appropriate).

4. Matters for consideration

- 4.1 **Appendix A** shows the assessment of the extent to which the individual project bids support the Council's City Plan aims and objectives and Medium Term Financial Plan and have been ranked accordingly.
- 4.2 It is stressed this is for guidance only in assisting members of the Income Sub-Committee in determining which bids they agree to fund in order to take these projects forward.
- 4.3 Under the terms on which the Small Projects Fund was set up individual project bids are limited in value to a maximum of £30,000. The project Disabled Go requires initial set up funding of £25,200 and further additional funding of £6,000 per annum for five years.
- 4.4 Members are however reminded that with scarce resources it will be important to be able to evidence that the schemes taken forward add to the delivery of the City Plan and Medium Term Financial Plan.
- 4.5 Several of the projects complement each other and also the council's Tourism Strategy. These are marked on **Appendix A** with an *. If they are individually approved by the committee it is proposed that they are integrated into the tourism programme, which is managed by the Economic Development team.
- 4.6 All of the proposed bids will require input from officers to progress them including the procurement of specialist external resource as required. To facilitate this it is proposed to recruit a Project Officer for a 12 month fixed term at an estimated cost of £50,000 and to provide funding from the Income Generation Fund. This post will be allocated to the Economic Development team.

5. Implications

- 5.1 Financial and Budgetary Implications – A total of £250,000 is available within the Small Projects Fund to allocate to approved bids which evidence delivery of the City Plan and Medium Term Financial Plan. The total of the bids summarised in this report is over £300,000.

- 5.2 Legal and Governance Implications – none as a direct consequence of this report
- 5.3 Risk Implications– none as a direct consequence of this report
- 5.4 Corporate/Policy Implications – approved bids will support delivery of the City Plan and Medium Term Financial Plan
- 5.5 Equality Implications– none as a direct consequence of this report
- 5.6 Human Resources Implications– a temporary additional post is proposed to manage the projects approved, as noted in para 4.6 above.
- 5.7 Health and Safety Implications– none as a direct consequence of this report

Ward(s): All
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Background Papers: None