



Performance Reward Grant Scheme BID PACK

Contents

Scheme Guidance

- a. Welcome to the Performance Reward Grant Scheme
- b. Useful Contacts
- c. Useful Information
- d. How to apply

Appendix 1 – Capital Guidance

Appendix 2 – Summary of Ambitions and objectives from the Local Agreement for Wiltshire

This bid pack is designed for Area Boards to use to apply for Performance Reward Grant to further Local Agreement for Wiltshire ambitions and to help combat the recession in Wiltshire.

Performance Reward Grant Scheme

GUIDANCE

Welcome to the Performance Reward Grant Scheme

Wiltshire agreed a Local Public Service Agreement with government that ended in March 2008. This contained 12 'stretch' (difficult) targets that required a number of organisations to work together to achieve the improvement. Our performance against these targets earned Performance Reward Grant (PRG) of £5.4m. This is paid by government over two years; half in 2009 and half in 2010.

This presents a unique opportunity for us to put additional resources into our Local Agreement for Wiltshire (LAW) and to help combat the recession in Wiltshire through the Action for Wiltshire programme. £1.6m of this grant will be reinvested in the target areas that earned the grant, to take forward Wiltshire's ambitions. Another £1m will support some countywide initiatives under Action for Wiltshire. The balance of £2.8m is available over two to three years for bids from **Area Boards** that propose initiatives that take forward those things in the LAW and Action for Wiltshire that are important to local people.

The guidance in this pack explains how to bid for this funding.

Ideally, Area Boards for all areas of Wiltshire will benefit from this scheme, and there will be a spread of initiatives across LAW ambitions and Action for Wiltshire. We understand that not all Area Boards will want to make bids at the same time, and that proposals will take time to develop. The timing of local initiatives will also vary. To help ensure that all Area Boards have the opportunity to bid the funding will be released in 3 month tranches of £250,000. The first tranche will run from October to December.

We will keep this under review and if appropriate will vary the timing and amount of funding in each tranche. At the end of each tranche any unallocated money will roll forward to the next tranche. Any bids pending when all the money in that tranche has been allocated will be carried forward to the next tranche.

The government imposed a grant condition that the grant must be used half for capital and half for revenue expenditure. Guidance on what counts as 'capital' is given in this pack. Experience so far is that bids tend towards revenue expenditure, so it may be easier to get funding for 'capital' type initiatives.

Is this the right fund for your project?

It may help to consider:

- Funding under this scheme is for initiatives that have local support and will take forward ambitions in the Local Agreement for Wiltshire, or help combat the recession as part of the Action for Wiltshire programme. Information on this is provided in this pack.
- It is one-off funding, so should not be used for things that will result in an unfunded financial commitment after the end of the project (things like ongoing staffing or redundancy costs). As part of the bid you will be asked to confirm that no unfunded commitments will result from your proposal.
- In total, Performance Reward Grant must be spent half on revenue and half on capital expenditure (guidance is given in this pack at Appendix 1). Experience is that many initiatives are 'revenue', so there may be more money left available for 'capital' bids. We will need to account to government on the use of the grant, so will ask you for information on what the money will be used for.
- It is important that these initiatives have a positive local impact, and that we are able to show success. So you will be asked how you will measure that success – and we will ask you to let us know how well it worked. The level of improvement we expect to see will be proportional to the level of the bid: i.e. the more funding required, the greater the level of impact and improvement that will be necessary.

The use of the grant will fall within the Area Board's usual good governance arrangements. It is the responsibility of the Area Board to ensure that bids are robust and well-founded, and that public money is spent appropriately and in accordance with the details of the bid and with any conditions placed on approval by the PRG Panel. Therefore, the Area Board managers will have a role to play in ensuring that the bids meet the criteria of the scheme, that sufficient information has been provided and that the support and level of impact locally

What are the ambitions in the Local Agreement for Wiltshire, and what is Action for Wiltshire?

The Local Agreement for Wiltshire (LAW)

By working together we can make a huge difference to people's lives, creating a better future for our whole community.

And that is where the local agreement for Wiltshire (LAW) comes in.

It sets out the actions Wiltshire Council and other organisations including the police, NHS, the fire service and the voluntary and business sectors will undertake to improve life in Wiltshire

The ambitions in the LAW were based on the Community Strategy, which benefitted from a range of research and evidence, including community area plans and priorities that existed at that time.

The local agreement for Wiltshire also includes the local area agreement (LAA) – the deal agreed between the local area and the government on targets that are important to Wiltshire and to the government.

A summary of the Local Agreement for Wiltshire's ambitions and objectives is included in this pack at Appendix 2, and copy of the full agreement is available alongside this pack. These provide information about each of the ambitions listed below.

- Building resilient communities
- Improving affordable housing
- Lives not services
- Safer communities
- Supporting economic growth
- Protecting the environment

The seventh LAW ambition is Working Together to achieve these ambitions.



Action for Wiltshire – the people, businesses and communities of Wiltshire working together to tackle the effects of the recession in the county; and to prepare for the economic recovery, building a sustainable future for the county.

The Action for Wiltshire group was formed following a report to the Wiltshire Assembly in March 2009 that looked at the effects of the recession across the county. The report can be found here <http://www.wiltshire.gov.uk/council/wiltshirefamilyofpartnershipsworkingtogether/thewiltshireassembly.htm>

Partners and organisations across Wiltshire are taking forward the actions recommended in the report.

The programme is strongly linked with the existing County partnerships in Wiltshire and the key areas of focus are:

- Supporting Wiltshire businesses and economy
- Supporting Wiltshire's children and young people
- Ensuring Wiltshire's natural environment is supported
- Looking at lives not services and making sure that confidence is build in the county despite the recession
- Supporting community well-being and resilience

Area Boards are invited to consider whether there are measures which they could take locally to complement the County-wide action to combat the effects of the recession.

For an up-to-date and detailed account of the programme please see the newsletters that are issued on a regular basis to all members of the Wiltshire Assembly and Community Area Managers on the Wiltshire Council website at -

<http://www.wiltshire.gov.uk/council/wiltshirefamilyofpartnershipsworkingtogether.htm>

Working with County Partnerships*

The action in the Local Agreement for Wiltshire is overseen by Wiltshire's County Partnerships. These are listed below, along with contact details for people who would be happy to provide advice or additional information about the work of their partnerships in taking forward the ambitions in the Local Agreement for Wiltshire. We will ask these officers to give an opinion on your bid as part of the approval process.

Timetable for bidding process: Key dates for the bidding process for 2010 are shown in the timetable below which is also available on the website.

4th Tranche July-Sept 2010		
Date	Key Action	Who
Up to 20th August 2010	Bids to be developed, refined and considered	Community Area Managers and Community Area Boards
20th August 2010	Last date for bids to be submitted to LAA inbox	Community Area Managers
By 27th August 2010	Performance Team will send all submitted bids to Thematic Delivery Partnership representatives	Performance Team
27th August to 17th September 2010	Thematic Delivery Partnerships considering bids and working with Community Area Managers to refine/resolve queries as necessary	Thematic Delivery Partnerships
17th September 2010	Deadline for comments and/or amended bids from Thematic Delivery Partnership representatives	Thematic Delivery Partnerships/Performance Team
1st October 2010	Papers to panel	Performance Team
13th October 2010	Panel meets	

**5th Tranche
Oct-Dec 2010**

Date	Key Action	Who
Up to 12th November 2010	Bids to be developed, refined and considered	Community Area Managers and Community Area Boards
12th November 2010	Last date for bids to be submitted to LAA inbox	Community Area Managers
By 19th November 2010	Performance Team will send all submitted bids to Thematic Delivery Partnership representatives	Performance Team
19th November to 15th December 2010	Thematic Delivery Partnerships considering bids and working with Community Area Managers to refine/resolve queries as necessary	Thematic Delivery Partnerships
15th December 2010	Deadline for comments and/or amended bids from Thematic Delivery Partnership representatives	Thematic Delivery Partnerships/Performance Team
17th December 2010	Papers to panel	Performance Team
6th January 2011	Panel meets	

It is important to remember that all bids must go to a meeting of the relevant Area Board for approval before submission, so please take account of the meeting dates when making your bid.

Useful Contacts

For advice about developing local bids:

In the first instance please contact your local Community Area Manager. Contact details may be found at:

<http://www.wiltshire.gov.uk/communityandliving/areaboards.htm>

For advice from County Partnerships*:

Partnership	Contact Details
Wiltshire Environmental Alliance (WEA)	Ariane Crampton: Head of Climate Change, Wiltshire Council ariane.crampton@wiltshire.gov.uk 01225 718463
Wiltshire Strategic Economic Partnership (WSEP)	Peter Wheelhouse: Head of Economic Development, Wiltshire Council peter.wheelhouse@wiltshire.gov.uk 01225 718331
Wiltshire Health and Wellbeing Board	Sarah Fussell: Wiltshire Council sarah.fussell@wiltshire.gov.uk 01225 718520 Peter Thomas: NHS Wiltshire Peter.Thomas@wiltshire.nhs.uk
Transport Alliance	Parvis Khansari: Service Director, Wiltshire Council parvis.khansari@wiltshire.gov.uk 01225 713340
Resilient Communities Partnership	Emma Cooper: Resilient Communities Partnership Manager, Wiltshire Council Emma.cooper@wiltshire.gov.uk 01225 718627
Wiltshire Housing Reference Partnership (WHRP)	Nicole Smith: Head of Strategy & Support, Housing, Wiltshire Council nicole.smith@wiltshire.gov.uk 01225 776655
Wiltshire Community Safety Partnership (WCSP)	Tim Mason: Interim Partnership Manager, Community Safety Partnership tmasonipmwmsp@btinternet.com 07588 245660
Wiltshire Children and Young People's Trust Board (CYPTB)	<i>Awaiting details</i>

*also known as Thematic Delivery Partnerships

For general advice:

Karen Spence: Performance Manager, Performance Team

Email: wiltshirelaa@wiltshire.gov.uk Tel: 01225 713094

For financial advice about capital / revenue expenditure:

Please read the guidance at appendix 1, if further advice is needed contact:

Lloyd Brown, Principal Accountant – Capital, Financial Planning, Wiltshire Council

Email: lloyd.brown@wiltshire.gov.uk Tel: 01225 718006

Useful Information

For more information about the Wiltshire Family of Partnership, the Local Area Agreement and the Local Agreement for Wiltshire visit the Wiltshire Council website at:

<http://www.wiltshire.gov.uk/council/wiltshirefamilyofpartnershipsworkingtogether.htm>

Guidance for Area Boards - How to Apply

1. Work with your local community (including community area partnerships) to identify suitable initiatives.
2. Read the guidance notes within this pack and make sure that your project meets the requirements – in summary:
 - there is local support to take the action;
 - it supports ambitions in the Local Agreement for Wiltshire or helps combat the recession as part of the Action for Wiltshire programme;
 - there are no continuing unfunded costs at the end of the project.
3. The members of the Area Board need to make a decision on the suitability of bids (possibly a number of competing bids) and therefore the Area Board Managers role is crucial (including checking the bids before they are considered and working with the bidders to build up the bids if appropriate), to ensure there is sufficient information to determine which bids:
 - a) meet the criteria for PRG and are therefore **more likely** to gain approval from the PRG panel
 - b) are the highest priority for the area and will have the greatest level of impact
4. If you would like advice, please contact any of the people on the contact list above.
5. Once the application has been approved at a meeting of the Area Board please email it to: wiltshirelaa@wiltshire.gov.uk

The Performance Team will check that the bid requirements are met, that measures have been given for the likely impact and that the application confirms that no unfunded financial commitment will result from the project. The application will be passed to the appropriate County Partnership representative so that they can check how this fits with any similar initiatives and whether the impact improvement suggested appears realistic. We aim to do this as quickly as possible, but there may be questions we need to ask.

6. The person named as the Area Board contact on the application may be contacted by a representative of a County Partnership (see above) to talk about the bid and its intended impact. Following this conversation you may want to amend your bid to take advantage of new information. If you agree any changes with the County Partnership representative we won't have to repeat this part of the process.
7. The bid will be presented to the PRG panel alongside the other bids received for that tranche.
8. The Area Board will be notified by the Performance Team that either:
 - the grant application has been successful, or
 - the amended grant application (see 6 above) has been successful, or
 - we or the County Partnership representative would like a conversation or to better understand the bid before a decision can be made, or
 - your bid is unsuccessful. If that happens then we will contact the Area Board Manager to explain the reason.

Capital guidance

Guidance note - classification of capital and revenue expenditure

Capital expenditure is:

“Expenditure on the acquisition, creation or enhancement of a fixed asset”
(CIPFA Code of practice on Local Authority Accounting in the UK)

A fixed asset is something that will be used repeatedly to produce goods and services for the local authority and will last more than one year.

Fixed assets are usually tangible (physical) assets such as;

- Buildings (including schools, houses, libraries, museums, police and fire stations);
- Land for development, roads, playing fields;
- ICT equipment and facilities; or
- Vehicles, plant and machinery

Expenditure may include:

- Buying, reclaiming, improving or laying out of land
- Acquisition, construction, preparation, enhancement or replacement of roads, buildings and other structures
- Acquisition, installation or replacement of movable or immovable plant, machinery, apparatus, vehicles and vessels

Improving a fixed asset (“enhancement”) is classed as expenditure that:

- Lengthens substantially the life of the asset
- Increases substantially the value of the asset
- Increase substantially how the local authority can use the asset and benefit from it.

Expenditure to merely maintain the asset is not classed as capital expenditure

Revenue expenditure is:

“Any expenditure which does not meet the definition of capital expenditure”

- So revenue expenditure is spending that will only benefit the current financial year.

Working together for Wiltshire

A summary of Ambitions and objectives from the Local Agreement for Wiltshire

By working together we can make a huge difference to people's lives, creating a better future for our whole community.

And that is where the local agreement for Wiltshire comes in.

The agreement sets out the actions that organisations such as Wiltshire Council, the police, the NHS, the fire service, the voluntary sector and the business sector will undertake to improve life in Wiltshire.

It also provides information about why these Ambitions are important to Wiltshire, and what progress has been made so far.

The summary below shows Wiltshire's Ambitions and the objectives that we are working together to achieve. 'Working together' is our seventh Ambition.

If you would like to see the Local Agreement for Wiltshire, follow this link:

<http://www.wiltshire.gov.uk/council/wiltshirefamilyofpartnershipsworkingtogether/localagreementforwiltshire.htm>

Building resilient communities

- Help local communities develop their own priorities and improvements
- Improve the way Wiltshire organisations work together to plan and deliver services in local communities.
- Build a strong and vibrant voluntary sector
- Create stronger and more inclusive communities
- Help young people to succeed at school and take part in positive activities

Improving affordable housing

- Build a significant and lasting increase in the number of affordable homes.
- Increase access to suitable accommodation for all vulnerable people and reduce the number of people facing homelessness
- Make homes in Wiltshire more environmentally friendly

Lives not services

- Support more people to have independent and fulfilling lives as part of their local community
- Provide the strong foundations for children and young people's development
- Enable people to improve their long term health and well being

Supporting economic growth

- Improve business productivity through innovation
- Assess the significance of planned military changes on Wiltshire's communities
- Tackle unemployment hotspots
- Broaden the employment base of Wiltshire, extending higher education provision in the county
- Work with the private sector to provide adequate workspace and employment land provision
- Improve journey time reliability on the A350 corridor and condition of Wiltshire's principal road network
- Understand how towns and villages can become vibrant economic centres

Safer communities

- Reassure the public by regularly communicating with communities
- Reduce reoffending
- Improve the street scene and reduce crime and anti-social behaviour
- Tackle domestic violence and support victims and their children
- Reduce violent crime and drug and alcohol related crime and harm
- Reduce road casualties in Wiltshire

Protecting the environment

- Reduce Wiltshire's carbon footprint
- Prepare Wiltshire for the consequences of unavoidable climate change
- Protect Wiltshire's natural environment and biodiversity
- Improve the reduction, re-use and recycling of household waste
- Use planning policies to make new developments environmentally friendly and better manage the use of land and space