



EAST STAFFORDSHIRE BOROUGH COUNCIL

REPORT COVER SHEET

Title of Report:	East Staffordshire Sports Council Review 2022/23	To be marked with an 'X' by Democratic Services after report has been presented
Meeting of:	Corporate Management Team: 16 th August 2023	X
	Pre Cabinet: 24 th August 2023	X
	Leader's / Leader of the Opposition's Advisory Group: 6 th September 2023	X
	Cabinet: 18 th September 2023	



Is this an Executive Decision:	YES	Is this a Key Decision:	NO
Is this in the Forward Plan:	YES	Is the Report Confidential: If so, please state relevant paragraph from Schedule 12A LGA 1972:	NO n/a

Essential Signatories:

ALL REPORTS MUST BE IN THE NAME OF A HEAD OF SERVICE

Monitoring Officer: **John Teasdale**

Date Signature

Interim Chief Finance Officer: **Lisa Turner**

Date Signature

EAST STAFFORDSHIRE BOROUGH COUNCIL

Report to Cabinet

Date: 18th September 2023

REPORT TITLE: East Staffordshire Sports Council Review 2022/23

PORTFOLIO: Tourism and Cultural Development

HEAD OF SERVICE: Mark Rizk

CONTACT OFFICER: Dan Langford Ext. No. x1132

WARD(S) AFFECTED: Non – specific

1. Purpose of the Report

- 1.1. The purpose of this report is to provide a review of the grant funding process that currently takes place through the East Staffordshire Sports Council (ESSC) in line with Corporate Plan Target TCD15.
- 1.2. The report has analysed and reviewed information provided by the ESSC committee during the review in addition to information collated by the Council Officers, to determine whether the funding and distribution process is adequate for its intended purpose.

2. Executive Summary

- 2.1. A review of the grant funding process has been undertaken in line with the Corporate Plan target TCD15.
- 2.2. The review has looked at the governance structures in place at the ESSC to allocate funding, has analysed eligibility criteria and looked at where funding has been distributed in recent financial years.
- 2.3. A number of actions and recommendations have been identified, as detailed in this report. This includes proposing an increase in the total grant to ESSC of £10,000 per annum from 2024/25 to ensure appropriate levels of funding

continue to be in place; that effective communications is undertaken to maximise grant coverage; and that appropriate documentation and funding arrangements are in place

3. Background

- 3.1. ESSC act on behalf of the Borough Council, in the distribution of Leisure Grant Funding (LGF) to voluntary sports clubs within the Borough.
- 3.2. ESSC support existing clubs and help develop new clubs by distributing the LGF. They assist in a consulting capacity for voluntary, public and private bodies.

4. Contribution to Corporate Priorities

- 4.1. This report contributes directly to the Corporate Priority "***Tourism and Cultural Development Target TCD15***", in supporting Sport and Leisure Delivery, by undertaking a review of the grant funding process that currently takes place through the East Staffordshire Sports Council (ESSC).

5. Review of Leisure Grant Funding

5.1. Overview

5.1.1. In line with the Corporate Plan Target, a review of the grant funding process that currently takes place through the ESSC has been undertaken.

5.1.2. Section 5.3 to 5.6 of this report provides a full update on the review undertaken by the Borough Council to ensure that the funding is adequate to meet the current needs of local clubs within the Borough and the distribution process is effective.

5.2. Structure of the ESSC

5.2.1. There is a management committee made up of up to 25 members who are elected at the ESSC AGM.

5.2.2. The committee has elected officers for the positions of Chair, Vice Chair, Treasurer and Secretary.

5.2.3. East Staffordshire Borough Council is represented by elected members.

5.2.4. The ESSC are required annually to provide financial accounts to Council Officers, detailing their start and end of year balance. In addition they provide a breakdown on where the LGF has been spent and how much was allocated.

- 5.2.5. Every month the ESSC hold a meeting with representatives from the committee including volunteers, councillors and other sporting partners, with minutes provided for Council Officers to review.
- 5.2.6. Members of the committee must declare an interest in any organisation submitting bids to the ESSC, and must be omitted from any deliberation on such bids.
- 5.2.7. Members of the committee may not present a bid on behalf of a sporting organisation
- 5.2.8. Should ESSC be disbanded all monies shall be returned to the Borough Council and/or any other awarding bodies if those monies are still held in ESSC accounts. A decision of Dissolution shall be made at an AGM or SGM where 10 members will make the quorum including 2 Borough Council representatives.

5.3. Distribution

- 5.3.1. Over the past 2 years, the ESSC has now returned to pre COVID levels uptake of the LGF by local clubs. Grants are allocated on a case by case basis providing all club documentation is correctly in place (A copy of the clubs constitution, annual accounts, Safeguarding Policy if the club has under 18's and three quotations for the equipment) Funding is available up to 70% of the total cost of the project including VAT to a maximum of £1000 unless the East Staffordshire Sports Council feel that there are exceptional circumstances. Start Up Clubs may be eligible for up to 100% of their requirements, subject to a limit of £1000. Funding is only approved to projects involving infrastructure such as facility improvements, maintenance equipment, goal posts, nets and other similar items. It cannot be used for personal equipment/kit.
- 5.3.2. The ESSC hold monthly meetings, at which clubs wanting to submit a claim must attend with 2 representatives, usually the Chair and Treasurer. A Borough Councillor must also be in attendance to approve the claim. Clubs can't submit any orders before agreement has been reached otherwise it can invalidate the claim. Clubs can only submit a claim once every 2 years (unless there are exceptional circumstances agreed by the ESSC) The ESSC do have a number of clubs that regularly submit a claim during each 2 year window. These are clubs that have continued to grow either facility wise or member wise etc. Unfortunately since COVID there has been quite a decrease in Start Up Clubs coming forward to claim the funding which is unfortunate.
- 5.3.3. The general uptake over a year period has typical high and lows – the majority of summer sport clubs come forward during Feb/March in time for the start of a new season with a number of bids approved during

April. July/September is when the indoor/winter sports clubs start to apply.

5.4. Promotion of the Funding

5.4.1. Within regards to clubs being aware of funding available and how to access this, the ESSC believe this is where the Borough Council could possibly assist. Currently the vast bulk of this is done by networking through ESSC members. Emma Varnam, a representative from Everyone Active has a role on the ESSC and uses her links and contacts to push out applications. ESSC did say they tried the Borough Council website to try promote further but had limited success. In terms of Social media, they do have a Facebook account that generates a few enquiries. The most successful way of promoting the funding used to be through the Burton Mail. When a club was successful in being granted the funds, a cheque presentation was then arranged, which in turn was featured in the Burton Mail, generating publicity for both the club and the ESSC.

5.5. Financial Situation

5.5.1. As a result of the COVID impact over the 2 years 18/19 and 19/20 and a reduced uptake of grants, the ESSC carried approx. £6000 of unspent funding into the 20/21 year. Over the next 3 years they comfortably awarded their annual grant provision and approximately £4000 of the carry-over has supplemented additional bids.

5.5.2. Leading into the 2023/24 financial year the ESSC have £8400 to award with approximately £2000 from the residual carry over. The ESSC have already approved 5 bids this year since April. With most summer sports only just starting their seasons and the indoor/winter sports to begin in a few months, the ESSC are confident that the funding allocated for this year is only sufficient due to the final pot of carry over funds. Below is an example of the funding allocated last financial year, which totals £10,400. This is a total of + £3000 on what their yearly funding was.

2022/2023	Awards	Amount
Cricket	4	£3900
Bowls	1	£1000
Boxing	1	£700
Tennis/bowls	1	£800
Rowing	1	£1000
Athletics	1	£1000
Hockey	1	£1000
Community centre	1	£1000
Totals	11	£10,400

5.5.3. Other financial outgoings to consider are a £300 annual payment, paid as an honorarium to the ESSC secretary, taken from within the total grant awarded to ESSC This is for dealing with all the financial account

reporting plus organising the monthly meetings, AGM's and distribution of agendas and minutes to relevant parties.

5.6. Summary

- 5.6.1. In conclusion the report indicates that whilst the LGF is having a positive impact and local clubs are benefitting from the funding, the current model can be improved in several key areas.
- 5.6.2. Firstly, the review indicates that the current LGF allocation after this financial year will not be sufficient, once the COVID carry over funds are spent. Analysis of year on year funding allocation indicates that an annual grant of £10,000 is appropriate. This could be in place for the year 2024/25, and it is proposed that agreement for the additional funds be approved through the Annual Budget Setting process.
- 5.6.3. In addition, it is proposed that the Borough Council will work in partnership with the ESSC to support the targeted promotion of the LGF, to ensure that the opportunities to apply are accessible to all clubs within the Borough. Recommendations to help facilitate this will include the sharing of social media posts, sharing relevant information through Council networks including Member and Staff briefings, as well as the E Newsletter. Partnership with Active Communities and their new website is recommended, as this will allow the ESSC to link with the majority of local clubs in the community. Finally the Council can support ESSC with Press Releases to showcase notable events, such as the presentation of funding cheques to clubs, which will aid in raising the profile of the ESSC and the LGF to ensure coverage of grants is maximised.
- 5.6.4. Finally, a formal grant agreement between the Council and the ESSC should be implemented for the year 2024/25, to ensure the Borough Council and ESSC activities and obligations continue to be effectively delivered. This can include a periodic review of the funding arrangements and that performance information on grant allocations are submitted by the ESSC to the Council. This would allow the Council to continue to have regular updates on the progress of funding applications, whilst having oversight of the social impact the funding is having. This will also allow for discussions to take place relating to the LGF eligibility criteria and if any changes to it would be beneficial. This could be adjustments such as increases to the funding allocation for each club (currently a maximum of £1000) or reducing the time period between funding applications (currently 24 months)

6. **Financial Considerations**

This section has been approved by the following member of the Financial Management Unit: Anya Murray

- 6.1. The main financial issues arising from this Report are as follows:
The Leisure Grant Funding of £8,400 as previously agreed will remain the same for 2023/24. The suggested increase for 2024/25 onwards will be proposed for agreement through the annual budget setting process for inclusion in the 2024/25 MTFS.

Revenue	2023/24	2024/25	2025/26
Health and Leisure Grant	£8400	£10000	£10000

7. **Risk Assessment and Management**

- 7.1. The main risks to this Report and the Council achieving its objectives are as follows:

7.2. **Positive** (Opportunities/Benefits):

7.2.1. Ensuring appropriate levels of funding can allow the eligibility criteria to be flexible to current demands and needs.

7.2.2. Ensuring positive use of the increased funding will benefit clubs in the local community to develop and grow

7.2.3. If approved, the increased level of funding will provide opportunities for local clubs to increase their memberships through extending their facilities and offerings.

7.3. **Negative** (Threats):

7.3.1. Without the increased funding, some clubs in the local community may not be able to access the funding opportunities due to too many clubs coming forward.

7.3.2. Clubs may not be able to take on new members and therefore benefit the local community.

- 7.4. The risks do not need to be entered in the Risk Register. Any financial implications to mitigate against these risks are considered above.

8. **Legal Considerations**

This section has been approved by the following member of the Legal Team: John Teasdale

8.1. There are no significant legal issues arising from this Report.

8.1.1. The grant process is already in place.

9. **Equalities and Health**

9.1. **Equality impacts:** The subject of this Report is not a policy, strategy, function or service that is new or being revised. An equality and health impact assessment is not required.

9.2. **Health impacts:** The outcome of the health screening question does not require a full Health Impact Assessment to be completed. An equality and health impact assessment is not required.

10. **Data Protection Implications – Data Protection Impact Assessment (DPIA)**

10.1. A DPIA must be completed where there are plans to:

- use systematic and extensive profiling with significant effects;
- process special category or criminal offence data on a large scale; or
- systematically monitor publicly accessible places on a large scale
- use new technologies;
- use profiling or special category data to decide on access to services;
- profile individuals on a large scale;
- process biometric data;
- process genetic data;
- match data or combine datasets from different sources;
- collect personal data from a source other than the individual without providing them with a privacy notice ('invisible processing');
- track individuals' location or behaviour;
- profile children or target marketing or online services at them; or
- process data that might endanger the individual's physical health or safety in the event of a security breach

10.2 Following consideration of the above, there are no Data Protection implications arising from this report which would require a DPIA.

11. **Human Rights**

11.1. There are no Human Rights issues arising from this Report.

12. **Sustainability** (including climate change and change adaptation measures)

12.1. Does the proposal result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures) N/A

13. **Recommendation(s)**

- 13.1. The Borough Council to increase the annual Leisure Grant Funding to £10,000 from year 24/25, to be agreed through the Annual Budget Setting process.
- 13.2. The Borough Council to work with ESSC to support the targeted promotion of the funding and access to opportunities for the local clubs.
- 13.3. A grant agreement to be put in place between the Borough Council and ESSC, to be implemented from 24/25 in line with the increase in funding. This is to include periodic review of funding allocation and its distribution to clubs in the borough.

14. **Background Papers**

- 14.1. None

15. **Appendices**

- 15.1. Appendix 1 – Minutes from the monthly meeting on 20th July 2023