

Cheltenham Borough Council

Cabinet - 24th January 2006

Annual Review of the Council's Conditional Offers of Grant 2005-2006

Report of the Council's Conditional Offer of Grant Funding Review Group

1. Executive Summary and recommendation

1.1 The issue

1.1.1 This report outlines the recommendations arising from the first interim review of the council's current batch of conditional offers of grant awarded offering three year funding terms (2005-2008).

1.2 I therefore recommend that:

1.2.1 Cabinet agree the recommendations proposed by the council's conditional offer of grant funding review group, as detailed in this report.

1.2.2 Cabinet agree to continue its funding of the current batch of three year funding agreements, and enters into the second year of the current funding term.

1.2.3 Cabinet agree that the funding review group should continue to review the current grant review and monitoring procedures in line with its comments detailed in section 2.5

1.3 Summary of implications

1.3.1 Financial

Funding for the next financial year is built into the base budget, and while there is an agreement to award funding on the basis of a three year funding cycle, this will always be subject to the budget round and satisfactory performance.

The funding of these agreements is subject to an inflationary increase, which shall be agreed by the council as part of its annual budget setting process held each February.

The total amount of funding allocated this year is £672,168

1.3.2 Legal

None as a direct result of his report

1.3.3 Human Resources None as a direct result of his report

1.4 Implications on corporate and community plan priorities

1.4.1 The funding allocated through the council's conditional offers of grant assists the council in delivering the majority of its corporate priorities as set out in Our Business Plan 2004-2007

1.5 Statement on Risk

1.5.1 Increasingly fewer external funding sources are available to contribute to the on-going revenue costs of new and existing projects

1.5.2 Partnerships managed by the community services division are vital to delivering the council's corporate priorities

1.5.3 Developing and rolling out conditional offers of grant funding is being led by the community development manager with limited resources

2. Introduction

2.1 The Cabinet agreed at its meeting of 24 January 2005 that new three year funding agreements, commencing from 1 April 2005, would be entered into with each of the ten organisations funded under the Social and Community portfolio.

Organisations currently being funded include:

- Cheltenham, Cirencester and Tewkesbury Citizens Advice Bureau (£134,900)
- Cheltenham Community Support Centre (£71,100)
- Hesters Way Neighbourhood Project (£33,600)
- Whaddon, Lynworth and Prior Neighbourhood Project (£33,600)
- Cheltenham Community and Voluntary Action (CAVA) (£32,600)
- Cheltenham Community Projects CCP (£40,368)
- Cheltenham Housing Aid Centre (CHAC) (£43,600)
- Care and Repair (Cheltenham) (£33,300)
- Cheltenham Federation of Tenants and leaseholders (£80,300)
- The Everyman Theatre (£168,800)

2.2 This is the first interim review of the council's current batch of three year conditional offers of grant and follows the review process which was agreed to be adopted by Cabinet, and involved the formation of a council officer funding review panel and the integration of a new performance monitoring pro-forma which was developed as part of last year review process (See appendix 1)

2.3 The funding review process was undertaken during October/November 2005 and its findings and recommendations are now being presented to the Cabinet for its consideration (See section 4 of this report).

2.4 In response to this years review process, and since a major review of each of the conditional offers of grant is not due to be undertaken until the latter part of 2007, the funding review group proposes that it will now start looking at a series of on-going developments to help ensure that the council's conditional offers of grant, and the annual review process, adopt more robust and effective monitoring and review procedures.

2.5 Initial proposals being considered by the funding review group, for development during the next two years include ensuring that:

- The council's funding agreements are more readily aligned with meeting the council's corporate priorities, and in ensuring that the funded organisation is able to demonstrate clearly how it is fulfilling these functions
- Each funded organisation is able to demonstrate the value for money which is being achieved in relation to the funding that has been allocated by the council
- Each funded organisation is able to demonstrate that it is actively working to develop and improve the quality of its services and provisions, and ideally that it is working towards acquiring/achieving an external performance monitoring accreditation(s)
- Each funded organisation is actively pursuing funding from other external funding sources and that it is not solely reliant on the council for its core funding. [Whilst it is recognised that many external funding providers will not provide core funding to organisations, the council will need to be assured that active steps are taken by the funded organisations to obtain funding from a wide and varied range of funding sources to meet these costs]
- Each funded organisation is able to clearly demonstrate, with quantitative measures, that its services are actively improving the lives of its users, and that these services are making a real and significant difference to the lives of people living in Cheltenham.
- The council is clear about the role of council representatives appointed to the boards of organisations, and that guidance should be developed to determine how these representatives could be used to help monitor the direction, governance and delivery of the organisation and in meeting the terms of their funding agreement with the council. This exercise should also look at how informal exchanges of information between the council representatives and council officers responsible for co-ordinating the grant offers can be improved or made more effective.
- The council is fully aware of its funding responsibilities, especially in light of new government legislation and the National Compact commitments. [The council will need to consider carefully current good practice along with current government and funding policy guidance and legislation]
- Council officers should continue to review developments at both a national, regional and local level, regarding the implementation and co-ordination of long-term funding agreements, and work with county colleagues to develop more effective and robust funding and monitoring procedures.

2.6 In addition the review group also proposes that it should look at the levels of funding that the council has agreed to award to these organisations to ensure that the council's funding awards are applied consistently. Officers will seek to determine:

- how funding levels are set, and what criteria is used;
- why there are significant differences in the levels of funding that the council currently awards;
- how this funding is related to the organisations meeting specific and identifiable outcomes;
- why funding is necessarily pitched at certain areas or at certain levels;

This review will ensure that the council adopts a more consistent approach when agreeing to award funding to these organisations and in setting an appropriate funding level.

- 2.7** Officers responsible for co-ordinating the council's funding agreements, also plan to work alongside the funded organisations to develop jointly more appropriate and effective monitoring systems and information.

3. Background

- 3.1** In April 2005 the Council adopted new conditional offers of grant with each of the ten organisations which it currently funds under the Social and Community portfolio. These agreements are based on three year funding terms running from 2005-2008.

- 3.2** Interim reviews for these funding agreements will be conducted in years 1 and 2, and a major review of the organisation and its performance over the three year funding term will be conducted during year 3 (2007-2008), prior to the council making any decisions as to whether it may want to fund these organisations for further three year funding terms.

- 3.3** This year's interim review has followed the recommendations that were agreed by the Cabinet on 24 January 2005, and in accordance with these recommendations, the review process was co-ordinated by an officer led review panel which utilised the new performance monitoring pro-forma proposed by the officers and the Cabinet.

- 3.4** The performance monitoring pro-forma was amended slightly prior to this years review process in agreement with the Deputy Neighbourhood and Community who helped devise the previous pro-forma (see appendix 1)

- 3.5** The new review process was agreed to be adopted this year to ensure that a more robust review monitoring process was implemented, and the adoption of the new performance monitoring pro-forma was designed to help ensure that more qualitative information was collected to support each of the reviews.

4. Annual funding review – Review of findings and recommendations

4.1 Cheltenham, Cirencester and Tewkesbury Citizens Advice Bureau

- 4.1.1** The Cheltenham, Cirencester and Tewkesbury Citizens Advice Bureau (CAB) currently receive £134,900 of funding support from the council. This funding is based on £95,900 for core services and staffing costs and a further £39,000 for the cost of its office accommodation at 14 Royal Crescent. This is a council leased building whose lease will expire in April 2008.

- 4.1.2** The funding review group has concluded that the council continues to receive a valuable service from the CAB and recommends that the Cabinet agrees to continue to fund the CAB for their second year funding term (2006-2007)

4.1.3 Summary of the main points raised in the review:

- The CAB service covers three of the county's districts: Cheltenham, Cirencester (the Cotswolds) and Tewkesbury. The merger of these services has enabled the CAB to share some of its resources and capacity issues, and its main office continues to be based in Cheltenham.
- Since establishing the new service, the CAB have been consolidating their services and they are now getting to grips with the new national CAB casework and monitoring system 'CASE' which will be used nationally to review and monitor the CAB's performance.
- In March 2005 the CAB underwent its NACAB audit which it passed with some minor amendments.
- The CAB is currently the only organisation in Gloucestershire with a Community Legal Aid Contract able to provide employment advice
- The CAB deals with large numbers of complicated cases and continues to see a rise in the number of cases it sees in relation to debt and multiple debts. The CAB also reports that they are seeing increasing numbers of immigration and nationality problems – roughly 4 to 5 cases per week compared to one case per month last year.
- Staffing/volunteering issues – the CAB continues to have a high level of older advisor and volunteer staff (3 full-time and 10 part-time staff and 60 volunteers). In response to some of the changes that have been introduced by the CAB this year, and due to the introduction of the new computerised 'CASE' system some of these workers have decided to leave and the CAB is now seeking to refill these positions and is increasingly becoming reliant upon its volunteers.
- The CAB continues to work closely with a wide range of organisations and advice providers, and is currently providing satellite services on behalf of the Whaddon, Lynworth and Priors Neighbourhood Project, SureStart and CCP.
- Officers reminded CAB that the Cabinet agreed, at last year's review, that at the end of the lease period, CBC will withdraw the CAB's rental element of their grant currently valued at £39,000. [This decision in essence represents a reduction in the overall grant that is paid to the CAB for the delivery of its services to Cheltenham's residents, and also represents a direct saving in the funding level that the council awards to its voluntary and community sector partners]
- In light of the council's plans to end the CAB's current lease in April 2008, the CAB are currently looking for alternative accommodation and are trying to identify potential funding to help pay for these premises. If additional funding cannot be found by the CAB for renting new premises then the CAB may need to cut back on some of its spending, this could ultimately lead to cut backs in the level of some of the services offered by the CAB.
- Note - the CAB is the council's second largest recipient of Council grant funding, and Cheltenham's funding represents the largest contribution received by the Cheltenham CAB from the other local authorities. If the level of services provided by the CAB are potentially cut in response to the council's decision to cut this

element of its funding, then it may be appropriate for the council to (i) reconsider its funding commitment to the CAB, (ii) consider the potential of re tendering the contract for these advice services, or (iii) market test the services provided by the CAB [Officers will closely monitor the funding position of this organisation over the next 12 months, and seek assurances that the CAB is taking appropriate steps to ensure that it is able to meet its service delivery commitments during this period]

4.2 Cheltenham Community Support Centre (CCSC)

4.2.1 The Cheltenham Community Support Centre (CCSC) currently receive £71,100 of funding support from the council, which covers the centre's core running and staffing costs.

4.2.2 The funding review group has concluded that the council continues to receive valuable advice and support services from CCSC and recommends that the Cabinet agrees to continue to fund CCSC for their second year funding term (2006-2007)

4.2.3 Summary of the main points raised in the review:

- CCSC is now an independent and fully constituted organisation, and during the last twelve months it has been working with an external consultant to develop its business plan and to identify potential funding opportunities to support its work and future developments.
- CCSC are continuing to deal with growing caseloads (2,744), especially in relation to bankruptcies, tribunals and advice and debt work - this has grown by 25% in the last twelve months and in response to this rise CCSC have now recruited a new debt worker.
- CCSC's drop-in service has been restructured and is now open four days a week. The drop-in provides a service for 20 to 30 people a day, providing access to hot meals, showers, food parcels, and items of clothing, as well as offering a warm and welcoming environment.
- CCSC's computer room provides access to basic skills training as well as offering users the opportunity to produce CV's, write letters, search for jobs electronically and to access and explore the web. (This service does not receive council funding and is funded by UK Online)
- CCSC continues to work closely with the SPA Credit Union and is a major supporter and contributor to the council's corporate debt scheme 'In debt: A way to pay'
- Officers reminded CCSC that there is still a transfer issue to resolve for two members of its staff following CCSC becoming an independent organisation. The council's Human Resources division is currently trying to resolve this matter, but it is not expected that there will be any TUPE transfer issues

4.3 Hesters Way Neighbourhood Project

4.3.1 The Hesters Way Neighbourhood Project (HWNP) currently receive £33,600 of funding support from the council, which covers elements of the project's core running and staffing costs.

4.3.2 The funding review group has concluded that the council continues to receive valuable services from HWNP, and recognises that the council's funding enables the project to lever-in an additional £400k of external funding which it uses to provide a broad range of services aimed at the local community. The review group recommends that the Cabinet agrees to continue to fund HWNP for their second year funding term (2006-2007)

4.3.3 Summary of the main points raised in the review:

- There has been a change in the management structures in the project in response to Bernice Thomson being seconded to the Cheltenham Regeneration Partnership for twelve months as the Partnership's Co-ordinator. In response to this secondment the project has appointed a replacement co-ordinator Heather Danson and the operational roles and responsibilities of the projects team leaders have also been revised.
- HWNP informed the review group that all of the county's neighbourhood projects are likely to experience some funding difficulties over the next couple of years as a result of a number of national and regional funding packages coming to a close. In response to this the Project is looking at a number of joint funding bids as part of the Gloucestershire Neighbourhood Project Network, as well as applying for funding independently from a wide range of external funding sources
- HWNP confirmed that Gloucestershire County Council have revised their funding policy in relation to their funding of the county's neighbourhood projects, as a result the project will lose £25k of funding, and will now be required to bid into a central pot of funding for a grant of up to £15k of funding, thus resulting at the very least in a £10k reduction in their overall grant.
- HWNP continue to be a major partner in the on-going regeneration of the Hesters Way and Springbank (SACS) area and they confirmed that when the new Springbank Community Resource Centre is open the Project will take on the management and day-to-day co-ordination of this centre.
- In light of the funding issues that were raised by HWNP, officers confirmed that they will be closely monitoring the funding position of this organisation over the next 12 months, and seeking assurances that the Project is taking appropriate steps to ensure that it is able to meet its service delivery commitments during this period. [Especially as many of the Project's activities contribute to the council's corporate aims, even though these are funded by other external funders, but for which the core management structure is key to delivery] Note - this review role should be a key responsibility for the council's representative on the board
- Note – given the reduction in the funding of the Project by the county council it may be appropriate for the council to consider increasing its funding support for the Project at the end of the current three year funding term (2007-2008). This funding situation will continue to be closely monitored.

4.4 Whaddon, Lynworth and Priors Neighbourhood Project (WLPNP)

4.4.1 The Whaddon, Lynworth and Priors Neighbourhood Project (WLPNP) currently receive £33,600 of funding support from the council, which covers elements of the project's core running and staffing costs.

4.4.2 The funding review group has concluded that the council continues to receive

valuable services from WLPNP, and recognises that the council's funding enables the project to lever-in an additional £200k of external funding which it uses to provide a broad range of services aimed at the local community. The review group recommends that the Cabinet agrees to continue to fund WLPNP for their second year funding term (2006-2007)

4.4.3 Summary of the main points raised in the review:

- WLPNP reported that last year was a holding year for the project following the loss a number of key members of staff. In response to this the project is currently recruiting new members of staff and at the same time it is also seeking to expand some of its services.
- The project highlighted that they have experienced some grant funding difficulties over the last 12 months, including a significant cut in funding from the county council, but in the main these problems have been resolved and new funding has either been found or existing funding has been re-negotiated. The project highlighted that health related funding has been one of their biggest problems.
- Note – given the reduction in the funding of the Project by the county council it may be appropriate for the council to consider increasing its funding support for the Project at the end of the current three year funding term (2007-2008). This funding situation will continue to be closely monitored.
- The project highlighted that in addition to them independently applying for external funding sources, that the Gloucestershire Neighbourhood Network is recruiting a Network Funding Officer who will be used to help identify new funding pots and develop joint funding bids and partnership bids on behalf of the Network and its members.
- One of the principal concerns of the project is in relation to its current office accommodation. The portacabin in which the project is based is now both too small for the wide range of services that is offered by the project and perhaps more pressing, the portacabin is now falling apart around their ears and the roof has a serious leak problem which the project has been unable to resolve.
- In light of these problems the project is now looking forwards to the planned development of the new Oakley Community Resource Centre, which is planned to be built at Clyde Crescent during 2006, this will provide a much needed new home for the project, and will also enable the project to both consolidate and extend some of its services.
- The project is continuing to develop its range of services, and is currently talking to a number of organisations about the potential of offering staff training. In addition the project is developing its training and learning programmes, and is considering more flexible opening times, in particular for its healthy living centre service provision.
- Performance management is an integral element of the project and the project currently has Investors in People (IiP) status, an Ofsted report for its crèche, a Kitemark for its play provision and is also working towards acquiring Picasso accreditation.
- The project continues to work closely with a wide range of community partners and is an integral and active member of the Oakley Regeneration Partnership.

4.5 Cheltenham Community and Voluntary Actions (CAVA)

4.5.1 Cheltenham Community and Voluntary Action (CAVA) currently receive £32,600 of funding support from the council, which covers their core running and staffing costs.

4.5.2 The funding review group has concluded that the council continues to receive a good advocacy support services on behalf of the town's voluntary and community sectors from CAVA and recommends that the Cabinet agrees to continue to fund CAVA for their second year funding term (2006-2007)

4.5.3 Summary of the main points raised in the review:

- CAVA is the principal advocate for the voluntary and community sector in Cheltenham and offers a range of advice and support services to both local organisations and CAVA members.
- CAVA are actively working to help raise the profile of Cheltenham's voluntary and community sector, and are working at a local, countywide and regional level. CAVA also represents Cheltenham on a number of key partnerships and forums acting as the voice for Cheltenham.
- CAVA confirmed that they unfortunately have a number of staffing issues which they are currently trying to resolve. This situation has resulted in a general reduction in the level of service which was being provided by CAVA, however steps have now been introduced by CAVA's management committee to try to resolve these problems.
- Officers expressed concerns that this staffing problem may affect CAVA's performance and their ability to meet the terms of the council's funding agreement. In response to this CAVA confirmed that they feel that they are still managing to meet the terms and conditions of their agreement and that these problems have not adversely affected their ability to provide its advocacy role for Cheltenham.
- CAVA informed the funding review group that their Management Committee is currently exploring opportunities to help widen the level of service which CAVA currently offers to local organisations and its members. CAVA believes that there are a number of missed opportunities that could help develop the organisation further, and that this could possibly be achieved by exploring links, and/or partnership working, with other agencies who offer similar and wider ranges of advocacy support.
- In light of this CAVA is currently talking to the Gloucester CVS, who provide a much wider range of services to both its members and voluntary and community organisations across Gloucester. These initial discussions have looked at the possible option of amalgamating the two services, which would potentially enable Cheltenham to benefit significantly from the successes and experience that Gloucester has achieved to date.
- In response to these potential merger/amalgamation discussions, officers recommend that that the council should continue to support CAVA during these on-going discussions, until such time that it is clear whether this merger will be beneficial to both CAVA's members and the council as a whole. Any decision to

withdraw CAVA's funding at this point in time would have an adverse affect of both these merger plans and the continuance of CAVA.

- Officers are however clear that before the council can commit itself fully to this merger that the council will need to be assured that the new merged organisation will be able to meet the requirements of the conditional offer of grant. [Note: economies of scale may offer opportunities to gain more financially from this grant]
- The new merged organisation should also be reviewed once the merger plans have been finalised and regular and on-going scrutiny of the performance of this organisation will be required.

4.6 Cheltenham Community Projects (CCP)

4.6.1 Cheltenham Community Projects (CCP) currently receives £40,368 of funding support from the council. This funding is used specifically by CCP for advice and support to young people aged 16-25 year provided from the Cheltenham Youth Information Shop (CYI).

4.6.2 The funding review group has concluded that CCP continues to provide a valuable housing advice service to Cheltenham's residents and recommends that the Cabinet agrees to continue to fund CCP for their second year funding term (2006-2007)

4.6.3 Summary of the main points raised in the review:

- At the time of this review, CCP employ 37 full time staff, 7 part time staff and 80 volunteer staff across all their services. Having successfully been awarded a three year contract to provide the supporting people floating support contract for adults of working age in the Cheltenham ,Tewksbury & Cotswold area. In order to meet the demands of this contract, CCP will from April 2006 be employing 52 people plus their volunteers.
- CCP hold a range of accredited awards including Community Legal services, Investors in people, Matrix, Foyer federation membership and Adult Learning Inspectorate (grade 2).
- Last year, 1,159 young people made contact with the Cheltenham Youth Information Shop (CYI) and 100 young people were provided with supported housing.
- 146 families with children received assistance from family Support and Surestart funded staff employed by CCP.
- CCP have secured a site for the new Cheltenham First Stop (advice and information centre) in the towns lower High Street. The shop will significantly increase access to services delivered or co-ordinated by CCP, CBC's housing services team, Connexions and the NHS GRIP (Gloucestershire Recovery in Psychosis) team. The shop will also accommodate regular surgeries from at least 20 other advice agencies including CHAC. The concept of the 'one stop' facility for young people and adults will be a first for Gloucestershire.
- Note - officers will closely monitor the role, and effectiveness of the new Cheltenham First Stop, and will work in partnership with CCP and the one-stop shops partners to ensure that a wide range of holistic advice services are available

to its users.

4.7 Cheltenham Housing Aid Centre (CHAC)

4.7.1 The Cheltenham Housing Aid Centre (CHAC) currently receives £43,600 of funding support from the council towards its core services and staffing costs. The services CHAC provides are statutory obligations for the council imposed under the 1996 Housing Act (as amended) and the council funds CHAC to deliver three services on its behalf.

4.7.2 The funding review group has concluded that CHAC continues to provide a valuable housing advice service to Cheltenham's residents and recommends that the Cabinet agrees to continue to fund CHAC for their second year funding term (2006-2007)

4.7.3 Summary of the main points raised in the review:

- The demand for CHAC's services continues to rise again this year with the general advice service seeing 875 new clients.
- CHAC are looking to relocate their service as soon as possible due to their increasing staff numbers and aspirations to improve service access and provision.
- In April 2005, CHAC undertook a customer satisfaction survey. There were 50 respondents of which 78% were very satisfied with the service and 93% found CHACs service to be easy to access.
- CHAC have three full time staff, six part-time staff and 14 volunteers. For the last 16 months however, a general advice worker has been employed from CHAC's reserves and CHAC have found themselves unable to financially commit further reserves and that contract came to an end in October.
- CHAC's three advice services all comply with the Community Legal Service Quality Mark.
- Funding supporting a member of staff who administers the rent deposit bond for single people failed to materialise and so is endangering this valuable project which allows people who are unlikely to secure accommodation through the Housing Waiting List to access the private sector.
- CHAC has agreed to do a regular surgery in the new One Stop Shop (Cheltenham First Stop) in the Lower High Street and will monitor the effectiveness of this activity.

4.8 Care and Repair (Cheltenham) Ltd

4.8.1 Care and Repair (Cheltenham) Ltd currently receive £33,300 of funding support from the council towards its core services and staffing costs. The services provided are to enable vulnerable people in need of support to maintain their independence, health and well-being in their chosen home for the foreseeable future. This outcome is normally achieved by supporting people throughout the repair, adaptation or improvement process, so that the individual is able to remain in their own home in a warm, safe and secure environment.

4.8.2 As reported to Cabinet in January this year, the future funding regime for the Home Improvement Agency is subject to a countywide review under the Supporting People programme. It was agreed that to award a three year conditional offer of grant would give Care and Repair financial security until the degree of funding from the 'Supporting People' programme has been finalised. This process is yet to be completed therefore the local funding arrangements are to remain the same for 2006-2007

4.8.3 The funding review group has concluded that Care and Repair (Cheltenham) Ltd continues to provide a valuable service to Cheltenham's residents and recommends that the Cabinet agrees to continue to fund Care and Repair (Cheltenham) Ltd for a second year funding term (2006-2007)

4.8.4 Summary of the main points raised in the review:

- Care and Repair employs six full time and four part time members of staff.
- Care and Repair has completed 174 adaptations, 911 general enquiries, 909 handyman jobs and supported 56 people through the basic needs scheme during period 2004/05.
- They have exceeded specific targets as laid out in the conditional offer of grant with 94% of clients falling within the defined social groups (target was 85%) and 174 disabled grants processed against a target of 100.
- The council contributes 9.8% of Care and Repair's total funding, with additional funding secured from the County Council and Primary Care Trusts. The single biggest funding stream has previously be secured through fee income from clients undertaking grant works, however there has been a significant drop in the level of fees for the last financial period as a result of the move towards loans as opposed grants. This situation may worsen if the national review of disabled facilities grants leads to a restriction in grant works also.
- Good partnership arrangements are in place to monitor the effectiveness of Care and Repair meeting agreed objectives and service delivery standards, with regular meetings held with the Lifetime Homes Team within CBC.
- Care and Repairs' parent company, Hanover Housing Group, meet the Investors in People (IiP) Standard and Care and Repairs (Cheltenham) Ltd achieve accreditation through the national Foundations system.
- A priority for Care and Repair next year is to devise a process for further analysis of their performance data to evaluate outcome measures for their services.

4.9 Cheltenham Federation of Tenants and Leaseholders

4.9.1 Cheltenham Federation of Tenants and Leaseholders currently receive £80,300 of funding support from the council, which covers their core running and staffing costs.

4.9.2 The funding review group has concluded that Cheltenham Federation of Tenants and Leaseholders continues to provide a valuable service as an independent organisation, providing services and advice to tenants to promote tenants' rights to consultation and involvement in the decision making process surrounding the management of their homes, and recommends that the Cabinet

agrees to continue to fund Cheltenham Federation of Tenants and Leaseholders for their second year funding term (2006-2007)

4.9.3 Summary of the main points raised in the review:

- Cheltenham Federation of Tenants and Leaseholders employ two full time members of staff and have a number of dedicated regular tenant volunteers.
- The Federation is working to a Business Plan which was revised and updated in October - November 2004. Progress of both the Business Plan and grant conditions are monitored through quarterly meetings with support from CBC and CBH officers and through the Federation's management structure, with a Board of Directors elected annually at the AGM.
- Tenants can access the Federation's services in person at their office in The Royal Crescent and via the telephone; with a newsletter distributed to every tenant three times a year which is used to promote achievements, services and encourage tenants to become more actively involved. The Federation has sought to increase tenants' awareness of opportunities to get involved by going out into communities to promote its services. This has included a programme of regular Sheltered Housing multi agency tours co-ordinated and undertaken by the Federation; increased public displays, exhibitions and promotional material at relevant venues whereby tenants access services such as CBC and CBH offices; and at multi agency networking and promotional events. The Federation delivered a summer networking event, facilitated through the Quest Trust, whereby tenants were supported to plan and organise the event. This planning was focused on achieving the objectives of enabling the Federation to understand other relevant organisations' and agencies' activities, and explore opportunities of working in partnership with the Federation and Tenant and Resident groups.
- A priority of the Federation is to continue to increase the active involvement of tenants. Significant projects prioritised for next year include the establishment of a website, consultation processes to review tenants' aspirations for the Federation, a review of access issues, and the capacity building of tenants.
- CBC remains the significant funding organisation of the Federation. The Federation has been successful in securing sponsorship from a wide range of partners; including Registered Social Landlords, Housing Developers; the business community and divisions within CBC; for the delivery of specific projects and activities. Such activities include the Garden Competition and Mac Seaton awards which are used to both promote the Federation and positive citizenship and sustainable communities.
- The Federation also generates a substantial income from the rental of their meeting rooms. This year an organisation who have previously regularly hired the facilities were able to secure their own and the Federation has responded to this issue by actively promoting their facilities to other organisations who may seek to hire them.
- The Federation is seeking to build on its existing relationships with other Registered Social Landlords across the Borough to consider how the Federation might expand its services to RSL tenants in promoting tenant involvement and therefore secure additional funding for their core activities.

4.10 The Everyman Theatre

4.10.1 The Everyman Theatre currently receives £168,800 from Cheltenham Borough Council. It receives £354,334 from Arts Council England, South West and £58,800 from Gloucestershire County Council. The turnover for the year is estimated at £4,000,000.

4.10.2 The funding review group has concluded that the council continues to receive a valuable service from the Everyman Theatre and recommends that the Cabinet agrees to continue to fund the Everyman Theatre for their second year funding term (2006-2007)

4.10.3 Summary of the main points raised in the review:

- 2004-2005 has been an excellent year for the theatre with very high attendances to performances and 46,000 users of their Reachout programme of community and educational initiatives.
- They have been working particularly on developing links and partnerships with other providers in the county particularly for the Reachout programme.
- Their most successful projects meeting CBC's objective to redress imbalances in communities have been their teenage pregnancy project and their input into the Whaddon Carnival (working with local groups through the Neighbourhood project). The teenage pregnancy play, developed in partnership with the Gloucestershire NHS Trust, toured secondary schools, the play forming the basis of pupil workshops on the subject. They are also developing work around regeneration and cultural diversity.
- Although 2004-2005 was a record-breaking year for the Everyman, 2005-2006 is not looking as promising (in line with the national picture) and pantomime bookings in particular are down.
- The Everyman is beginning to collect more detailed audience data but it is not yet possible to identify trends. The review group asked for further information about this for next year's review. The conditional offer of grant's performance monitoring agreement asks for details of initiatives to attract first time attendees from Cheltenham, current initiatives were described in the review, these seem to be limited and on an adhoc basis and the review group would like further consideration to be given to this in the forthcoming year.
- The annual accounts were discussed. It was understood that The Everyman hoped at some stage to clear the negative unrestricted reserve the accounts currently show but this was not a priority. The review group asked that the donations to the Everyman Theatre Development Trust which are used for capital works to the theatre should be shown through the monthly management accounts, as currently they are not, and this distorts the actual financial performance.

5. Consultation

5.1 The funding review process adopted this year by the council was agreed by members of both the Cabinet and the Social and Community Overview and Scrutiny Committee, as laid out in the Cabinet report dated 24 January 2005.

5.2 The funding review group included representation from council officers representing

the lead funding divisions - the community services division and Art Gallery and Museum in addition to representation from the council's Business Support division

Background Papers

Cabinet 24 January 2005 – Annual review of the Council's Conditional Offers of grant 2004-2005

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Accountability

Cllr. John Webster – Deputy Neighbourhood and Communities

Scrutiny Function

Social and Community Overview and Scrutiny Committee

Draft