

Charity Committee Agenda

Monday, 16 March 2020 at 6.00 pm

Council Chamber, Muriel Matters House, Breeds Place, Hastings, TN34 3UY.
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democraticservices@hastings.gov.uk

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12. Minutes of Coastal Users Group held on Tuesday, 10th March

To Follow

13. Urgent items (if any)

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CHARITY COMMITTEE

9 DECEMBER 2019

Present: Councillors S Beaney (Chair); Batsford (Vice-Chair); Forward; and Chris May (The Protector).

45. APOLOGIES FOR ABSENCE

Apologies received from Councillor Rogers; Victoria Conheady, Assistant Director, Regeneration and Culture; and Peter Grace, Assistant Director, Financial Services and Revenues. Councillor Forward was present as a substitute for Councillor Rogers.

46. DECLARATIONS OF INTEREST

None.

47. MINUTES OF PREVIOUS CHARITY COMMITTEE

RESOLVED – that the minutes of the Charity Committee meeting held on 23rd September 2019 be approved as a true record.

RESOLVED – that the minutes of the Foreshore Trust AGM held on 23rd September 2019 be approved as a true record.

48. (FORESHORE TRUST) FINANCIAL REPORT

Simon Jones, Chief Accountant, presented a Finance Report to advise the Committee on the current year's financial position.

The budget agreed in March 2019 identified budgeted income at £1,477,000 and expenditure at £1,296,000. The budgeted surplus for the year being £181,000 after direct governance costs, but before distribution of grants, capital charges and before use of Reserves. A deficit of £197,000 is budgeted for after these adjustments.

At this stage in the year a number of variances have been identified. The net effect leading to a (£35,000) reduction in the forecast deficit to £162,000.

The Chief Accountant highlighted two variances. Based on the experience from 2018/19 it is possible that the income budget for car parking may be overly ambitious by approximately £40,000. This year it is particularly hard to accurately forecast income as the Council has moved away from separate seasonal summer/winter charging to having a fixed charge all year round.

The forecast reduction in income from car parking is however fully offset by an expected increase in rental income, in particular from Victoria chalets and the White Rock beach huts.

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Since publication of the report the £12,000 underspend for maintenance of the White Rock water play feature has now been earmarked for this financial year.

It was noted that a member of the Coastal Users Group had asked why the Foreshore Trust appears to be running its reserves down. The Chief Accountant said that this was in line with the reserves policy as previously agreed by the Committee.

The Committee thanked the Chief Accountant for his work and wished him well in his new job.

Councillor Batsford proposed approval of the recommendation, seconded by Councillor Forward.

RESOLVED (unanimously):

To agree the current financial position for 2019/20.

Reasons:

The Council has the responsibility for the proper management of the financial affairs of the Trust. In doing so it complies with Accounting Codes of Practice and the high standards required for the accounting of Public money.

At this stage in the year the budget is forecast to be underspent by (£35,000) at the year end. A surplus of £193,000 is anticipated for 2019/20 in respect of operating income and expenses. Once grant and project costs are taken into account a deficit of £162,000 is anticipated.

49. APPOINTMENT OF GRANTS ADVISORY PANEL MEMBERS

Chris Barkshire-Jones, Chief Legal Officer, presented a report to propose the appointment of new members to the Grants Advisory Panel.

The Grants Advisory Panel (GAP) was introduced within the Scheme dated 13 January 2011 in which Hastings Borough Council became the Trustee for the Hastings and St Leonards Foreshore Charitable Trust.

Presently GAP can have no fewer than four members and no more than eight. Since 2011 when GAP dealt with one round of grant applications their work has increased with the 'Events' grant scheme in 2013-2014. Their work will increase further in June 2020 when they will deal with a new larger grants programme. This means that the panel must be fully staffed.

The Committee thanked officers for organising the interview process and welcomed Nick and Stephanie.

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Councillor Forward proposed approval of the recommendations, seconded by Councillor Batsford.

RESOLVED (unanimously):

- 1. That the Charity Committee approves the appointment of Stephanie Gaunt and Nick Porter to the Grants Advisory Panel with immediate effect.**
- 2. That the Charity Committee give delegated authority to the Chief Legal Officer in consultation with the respective Chairs of the Grants Advisory Panel and Charity Committee to recommend to Charity Committee further appointment from those applicants previously interviewed on a 'as and when needed' basis.**

Reasons:

The Grants Advisory Panel need to have a full complement of eight members in order to carry out their functions.

50. RESOLUTION TO CHARITY COMMISSION

Chris Barkshire-Jones presented a report to propose that the Charity Committee request that the Charity Commission agrees to amend the Scheme dated 13 January 2011 to increase the membership of the Grants Advisory Panel to a maximum of 10.

In 2011 the Grants Advisory Panel were considering one round of grant applications in regard to small organisations. In 2014 the Grants Advisory Panel were considering two rounds of grant applications as the Trust agreed a new 'events' fund. These two rounds of grant applications were combined in April 2019. These involve the Grants Advisory Panel considering an average of 30 applications.

Councillor Batsford proposed approval of the recommendation, seconded by Councillor Forward.

RESOLVED (unanimously):

To instruct the Chief Legal Officer to send the Charity Committee's resolution to the Charity Commission requesting that the maximum number of Grants Advisory Panel members be increased to 10 and therefore amend the Scheme dated 13 January 2011.

Reasons:

From 2011 the Grants Advisory Panel were involved in one grants application process which in time increased to two. It is the Trusts intention to offer a further larger grant

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from June 2020. The current chair of the Grants Advisory Panel believes that the process requires two further members to be able to cope with the workload.

51. ADVERTISE POSITION OF PROTECTOR

Chris Barkshire-Jones presented a report to seek authority to advertise the position of Protector with immediate effect.

Mr Christopher May is currently in post as the Protector. He has served three terms the last of which expires in March 2020.

The Chief Legal Officer needs to advertise the post no later than the New Year with the intention of bringing a report back to Charity Committee in March 2020 to appoint a Protector. Mr May is welcome to apply for a further term. The Chief Legal Officer will post the advert on the Council's website and will advertise the post in one of the professional accountancy publications.

Councillor Forward proposed approval of the recommendation, seconded by Councillor Batsford.

RESOLVED (unanimously):

Give delegated authority for the Chief Legal Officer to advertise for the position of Protector with immediate effect.

Reasons:

The Hastings and St Leonards Foreshore Trust must appoint a protector of the charity whose fiduciary duty will be to ensure the integrity of the administration of the charity, and who must report to the Commission any matter which he has reasonable cause to believe is likely to be relevant for the purposes of the exercise by the Commission of any of its functions.

52. CHANGES TO GRANTS ADVISORY PANEL CONSTITUTION

Chris Barkshire-Jones informed the Committee that the Grants Advisory Panel agreed to amend its constitution at its Annual General Meeting on 3rd December 2019.

The amendments allow panel members to serve a maximum term of office of 9 years (3 terms of 3 years). Further changes to the Constitution remove reference to duly nominated representatives as there have never been any and the Scheme makes no mention of member representatives.

The Committee noted the amendments.

RESOLVED that: -

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Charity Committee note that the Grants Advisory Panel agreed to amend its constitution at its Annual General meeting held on 3rd December 2019 in line with its constitution to allow for more flexibility in recruiting and retaining panel members and to make the constitution 'fit for purpose'.

Reason:

It is a legal requirement of the Hastings and St Leonards Foreshore Trust Scheme dated 13 January 2011 that there must be a Grants Advisory Panel (GAP).

53. MINUTES OF COASTAL USERS GROUP HELD ON 3 DECEMBER

The minutes of the Coastal Users Group (CUG) meeting held on 3 December 2019 were submitted for the Committee to note.

RESOLVED that the minutes of the Coastal Users Group meeting held on 3 December 2019 be received and noted.

54. EXCLUSION OF THE PUBLIC

Councillor Batsford proposed a motion for the exclusion of the public from the meeting, seconded by Councillor Forward.

RESOLVED that the public be excluded from the meeting during the, consideration of the items of business listed below because it is likely that if members of the public were present there would be disclosure to them of "exempt" information as defined in the paragraphs of schedule 12A to the Local Government Act 1972 referred to in the relevant report.

55. WHITE ROCK FOUNTAIN

Hannah Brookshaw, Regeneration Manger, presented a report to brief the Committee on final progress with the White Rock fountain construction project.

Due to the water ingress mitigation works taking place 4 to 13 December 2019 an urgent decision was taken on 22 November 2019 to agree the recommendation in principle.

It was confirmed that the work is being funded partly from the £12,000 maintenance underspend and partly from savings in other parts of the construction work.

Councillor Forward proposed approval of the recommendation, seconded by Councillor Batsford.

RESOLVED (unanimously):

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The committee agree to offset £24,127 to The Source as compensation for lost revenue due to closure of the park for construction works, expected to last 10 days.

Reasons:

Water ingress mitigation works due to leaks caused by construction movement from the new water feature at the area known as White Rock Fountain requires closure of The Source for 10 days to enable works to take place. The compensation to The Source recognises the loss of income to their business during the closure period.

Urgency provisions were utilised and a decision 22 November 2019 due to the time constraints for the requirement for water ingress mitigation works to take place 4 – 13 December 2019, prior to the required reporting process for the next Charity Committee meeting.

(The Chair declared the meeting closed at 6.22pm)

Agenda Item 5



Report To: Charity Committee

Date of Meeting: Monday, 16 March 2020

Report Title: Foreshore Trust Small & Events Grants Pilot Round 2 2020-21

Report By: Victoria Conheady

Key Decision: Yes

Classification: Open

Purpose of Report

1. To present the recommendations of the Grant Advisory Panel (GAP) in respect of applications for the Small and Events Grants Pilot Round 2 2020-21

Recommendation(s)

That the meeting:

1. Consider for approval the Small and Events Grants Pilot Round 2 2020-21 recommendations of the GAP as set out in Appendix 1
2. Recommend the continuation of the combined Small and Events Grants programme following the evaluation of the pilot
3. Recommend the changes proposed at item 11, following the questionnaire feedback on the pilot programme, including any necessary provision within the Foreshore Trust business plan

Reasons for Recommendations

The Grant Advisory Panel has appraised the merits of the applications received for Small and Event Grant support and has made a number of recommendations for grant awards that can be funded from the available 2020-21 budget. The pilot was to run for two rounds (one year) and with the second call now closed it has been evaluated.

Background

1. The Foreshore Trust Small and Events Grants Pilot is a small and events grants scheme for voluntary and community groups offering a service or running an event within Hastings & St. Leonards.
2. In September 2018 there was approval to develop a pilot for a year from April 2019 to March 2020 of combined events and small grants programme. The £30,000 allocated to the current events grant programme and the £60,000 of the small grants programme to be combined into one pot for the pilot. This was suggested because of the low uptake of the events grant programme and the high uptake of the small grants, so that the funding could be allocated fully throughout the year.
3. To date there has been two calls of the pilot programme, one opening in April 2019 with grants awarded in October 2019, and the second opening in October 2019 with grants to be awarded in March 2020, with the £90,000 allocation split into two £45,000 pots. This has enabled applicants to apply for events and/or small grants twice throughout the year rather than just once.
4. £45,271 is available for Round 2 in the 2020-21 financial year for grants of up to £6,000 each.
5. As advised when permission was given to run this pilot; this programme has been evaluated and reported on in paragraphs 8 - 12.

Small and Events Grants Awards 2020-21

The process used to invite and evaluate grant applications was in accordance with the protocols agreed by the Charity Committee in December 2014.

The Panel met in January 2020 to discuss the respective merits of each application. Its recommendations are set out in the report from the Panel Chair (Appendix 1).

6. All of the applications for funding were assessed in terms of the organisations' ability to deliver their proposals, how closely the proposed activities match the priorities of the Charity Committee, value for money and a fair distribution of funds amongst all the priorities and members of the community.
7. In total, fourteen projects are recommended for approval with some of these subject to conditions. All of the approved projects are to be delivered between April 2020 and March 2021. The amount recommended totals £45,271.00.

Evaluation of Foreshore Trust Small and Events Grant Programme Pilot – Rounds 1 2019-20 and 2 2020-21

8. The team that manages the Foreshore Trust Small and Event grant programme administration set up and sent out a survey to 225 current and previous applicants of the programmes. They received 25 replies, which equated to 11% of the surveys sent out.
9. The summary results were as follows:

68% preferred the new two-call pilot.

68% were happy with the programme timings of both rounds of the pilot.
52% felt that it was easier to apply to the combined pilot than have two separate calls each year for one each of an events and a small grants programme.
72% wanted to be able to access the application form on-line.
For previous applicants to the programme, one person stated that the reason they had not applied again was that they felt that the application process was too lengthy, and that there was too much of a lag on learning of success compared to other grant programmes.
What worked well (in order of percentage): <ul style="list-style-type: none"> • general communication • format of application • application process • guidance • programme management and administration
What didn't work well: <ul style="list-style-type: none"> • contractual process
What could be improved: <ul style="list-style-type: none"> • The top category was marketing and publicity and included one comment that examples of previously funded applications could be made available.
Additional comments included: <ul style="list-style-type: none"> • Hold a celebration day which the successful applicants, the funders and the public could attend • Look at decreasing the time between the application deadline and the approval decision • Organisations have been grateful to the Foreshore Trust for the support for local need through activities and events, and for the well-organised administration and support through the application processes.

10. An additional observation with combining the events and small grants programmes and increasing the application threshold, but not proportionately increasing the total funding pot available, is that approximately 25% less applicants can be funded. This has made the grant funding more competitive but where the awarded applicants, by receiving more money, are able to make a greater impact.
11. Recommended changes from the feedback:
 - a. A list of previously funded applications is included in the East Sussex County Council's External Fund Newsletter and some are listed in the Hastings Borough Council (HBC) press release when the new programme round is advertised. It is proposed that a list of successful projects and events from the previous round is added to the Foreshore Trust page on the HBC website when the new programme round is advertised, and a link to this provided in the programme guidance.
 - b. Currently there is no provision for organisations to download an application from the Foreshore Trust page on the HBC website. For this to be considered there would need to be a basic applicant login, which would then enable a Word version of the application to be downloaded. Logging of the application requests is an important element of the programme administration.
 - c. The survey results indicated the marketing and publicity was the area most in need of improvement. It is recommended that the option of advertising the programme on social media is explored further from the next round of funding onwards.

- d. Foreshore Trust to provide provision within its business plan for improvement and maintenance of its website/online presence to allow for the changes recommended above to be resourced.

12. In addition to the survey, evaluation data and comparisons for various categories from the previous five years of the small and events grants programme have been included in Appendix 2.

Policy Implications

13. The Foreshore Trust's Grants Schemes support activities that impact positively on the social and economic wellbeing of residents in the Borough, as well as assisting organisations in delivering a range of activities for local people that might otherwise be unavailable. The priorities of the Events Grants Scheme are to provide assistance to projects that increase the number of people participating in healthy and enjoyable activities along the seafront and that celebrate and enhance cultural diversity.

Wards Affected

All

Policy Implications

Reading Ease Score: 50.1

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	Y
Crime and Fear of Crime (Section 17)	N
Risk Management	N
Environmental Issues & Climate Change	N
Economic/Financial Implications	Y
Human Rights Act	N
Organisational Consequences	N
Local People's Views	N
Anti-Poverty	N
Legal	N

Additional Information

Appendix 1 – Report by the Chair of the Grants Advisory Panel with the Panel's recommendations (Appendix A).

Appendix 2 - Foreshore Trust Combined Grants Pilot Round 1 2019-20 and Round 2 2020-21 Evaluation Data

Officer to Contact

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Report To: Charity Committee

Date of Meeting: Monday, 16 March 2020

Report Title: Foreshore Trust Small & Events Grants Pilot Round 2 2020-21
Recommendations

Report By: Andrew Colquhoun
Chair, Foreshore Trust Grants Advisory Panel

Key Decision: N/A

Classification: Open

Purpose of Report

1. To make recommendations as to which organisations should be funded under the Foreshore Trust Small & Events Grants Pilot Round 2 2020-21 and the allocations that will be made to each.

Recommendation(s)

1. To consider the Grant Advisory Panel's (GAP) recommendation to award small and events grants to the organisations shown in Appendix A.

Reasons for Recommendations

1. The recommended organisations for grant funding have been selected following an open application process and awarded to those considered by the GAP to best meet the Foreshore Trust's aims and objectives.

Introduction

1. The Foreshore Trust Small and Events Grants Pilot is a small and events grants scheme for voluntary and community groups offering a service or running an event within Hastings & St. Leonards. £45,271 is available for Round 2 in the 2020-21 financial year for grants of up to £6,000 each.
2. Hastings Borough Council, as administrator for the Foreshore Trust Events Grants Programme, advertised the programme in late October 2019 in the Hastings Voluntary Action newsletter, the Hastings Observer and in East Sussex County Council's external funding newsletter. An e-mail was also circulated to all previous Foreshore Trust grant applicants. The deadline for receipt of applications was 18th December 2019.

Assessment of applications

3. A total of 79 enquiries were received and by the closing date, 42 applications were actually received. One application was ineligible meaning that 41 applications with a total amount requested of £180,144.99 were assessed.
4. The GAP met on 21st and 29th January 2020 to review and score the applications. As in previous years the GAP members were paired up for the initial assessments and these were then jointly reviewed at the meeting.
5. All GAP members had previously declared conflicts of interest, which precluded them from appraising applications from particular organisations.
6. In assessing the applications, the GAP attempted to ensure they were assessed in terms of the organisations' ability to deliver their proposals, how closely the proposed activities match the priorities of the Charity Committee, value for money and a fair distribution of funds amongst all the priorities and members of the community.
7. Following a full assessment process, GAP members agreed to the recommendations shown in Appendix A.
8. Of the 41 applications considered, GAP recommends to the Charity Committee that 14 of these be approved for funding at various levels, with some subject to conditions. All the projects are to be delivered within a year of approval of the grant.

Policy Implications

9. The Foreshore Trust's Grants Programme is a funding regime that will impact positively on the economic and financial environment in the Borough, and will assist organisations in delivering a range of activities for local people.

Wards Affected

All

Policy Implications

Reading Ease Score: 36.2

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	Y
Crime and Fear of Crime (Section 17)	N
Risk Management	Y
Environmental Issues & Climate Change	N
Economic/Financial Implications	Y
Human Rights Act	N
Organisational Consequences	N
Local People's Views	N
Anti-Poverty	N
Legal	N

Additional Information

Appendix A – Foreshore Trust Small & Events Grants Programme Round 2 2020-21 recommendations

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Appendix A

Foreshore Trust Small and Events Grants Pilot Round 2 2020-21 – Recommended applications

Applicant	Project Name	Funding recommended	Reasons for Recommendations
abandofbrothers	<p>Quest for Community</p> <p>The group enables communities to tackle the problem of young male disaffection. This is done by supporting criminalised young men to make a healthy transition into adulthood and thus create a life full of connection, purpose and free of crime. A 13-week programme begins with an impactful weekend residential experience in the Sussex countryside, followed by 12 weekly one-to-one mentoring meetings and weekly group meetings. The solution is long-lasting.</p>	£6,000.00	The panel felt this was a well-written application for an interesting project providing intensive residential support over 13 weeks for young men with a criminal background. The difference it would make was described well and the panel agreed it would have a good long-term impact. Some of the match funding is not secured, and confirmation of this would need to be a condition if the grant is recommended.
Bohemia Arts and Music	<p>Sparkly Bird</p> <p>Sparkly Bird is a mixed media theatre/music/dance performance, with high quality original music, narration, aerial performance, dance and film. It is a true story with a powerful message about mental health and the grieving process. Our aim is to tell the story, and provide signposting afterwards.</p>	£5,224.00	The panel felt that this was a lovely very imaginative idea, and liked that one of the events would take place on the foreshore and one in Hastings itself.
Chamber Enterprise Network CIC	<p>Mayday Run - Management of annual motorcycle influx</p> <p>Following the moving of the annual May Day Bank Holiday from May 4th to Friday May 8th 2020 the organisation intends to continue the safe welcome on to Foreshore Trust land for the thousands motorcycle visitors expected to visit as part of a moved Mayday Run and to ensure their continued value to the community, cultural and heritage economy of Hastings.</p>	£4,140.00	The panel felt that this was an important event in Hastings cultural calendar, which thousands of people attend, so felt it was important to fund this. The panel noted that the organisation is in process of setting up as a CIC, and asked for a condition be put into place that if approved the funding could not be released until all relevant documents have been received.

Education Training Consortium Sussex	<p>Pantry Advice Project To provide a support and advice service for Pantry service users to assist them to move on from circumstances where they find themselves in food poverty. The Pantry provides medium term help to people on low incomes who are struggling to feed themselves. Direct access at the Pantry to help to move on will help some to no longer need the service.</p>	£1,872.00	<p>The panel agreed that this was a well-written and presented application. The aim is to provide targeted advice for a hard to reach beneficiaries, that could make a huge difference to helping them move on with their lives The panel felt that there was insufficient evidence of evaluation, and stated that if successful, a condition of funding would that an evaluation of the first six months would be required.</p>
Optivo Fresh Visions	<p>Motivate Young Men's Group To provide sessions for young men in the key Motivate delivery areas in Hastings. <ul style="list-style-type: none"> • To reduce feelings of isolation. • To build sense of community and help reduce ASB. • To provide workshops to teach skills to improve confidence and participation </p>	£2,440.00	<p>The panel agreed that this was a worthwhile proposal that covered all sorts of activities for boys aged 11-16 from disadvantaged areas and there would be a good number of participants. However, the need for the project was not demonstrated and the application did not specify how participants would be recruited or what would happen at the end of the sessions. The panel agreed to recommend this for funding with a reduced grant.</p>
Hastings and Other Mediation	<p>Time 2 Talk – Intergenerational Mediation Established in 2003 Time 2 Talk is a free mediation service in Hastings & St Leonards assisting children, young people and their parents/carers who are stuck in conflict due to a variety of issues, and are experiencing difficulties communicating with each other. The mediators support families to resolve disputes, improve communication and encourage them to work as a cohesive unit in tackling problems - enabling them to reduce future conflict and strengthen family relationships.</p>	£4,000.00	<p>The panel agreed that this was a well-written application to contribute to employ a caseworker/co-ordinator to support 12 volunteers to assist with the mediation between children, young people and their parents/carers. The panel felt that by using volunteers to help to deliver the service that this would provide good sustainability in the long-term. Some of the match funding has not been not secured and the panel stated that, if successful, confirmation that this had been secured would need to be a condition of the grant.</p>

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<p>Hastings & St. Leonards Voluntary Lifeguard Club</p>	<p>To replace the engine on our main inshore rescue boat and safety boat To continue providing a service to the local community by replacing, and installing, the engine on their 4.6m RIB rescue boat with a Mariner 3-cylinder 40EL 4-stroke long-shaft engine, complete with:- Gas Assist Trim Aluminium Propeller to suit Fuel Tank and Fuel Line Electric Start Tacho Trim Gauge Commander 2000 Remote Control Box, complete with 15' key switch and loom Steering Drag Link.</p>	<p>£3,916.00</p>	<p>The panel felt that this was a lovely worthwhile proposal to purchase an engine replacement for a safety boat, and match funding of a third of the cost has been raised already. The organisation attends and supports many open water events on the foreshore and thus provides a very important service for the town.</p>
<p>Hastings Advice and Representation Centre (HARC)</p>	<p>Addressing the Universal Credit Skills Crisis To provide training aimed at upskilling organisations and front line staff, so they can identify people who are entitled to Universal Credit and PIP, assist with making a claim and ensure that claim is maintained. Funding ceased for a similar one year project in March 2019. UC is challenging for both clients and front line workers. HARC are inundated with requests from Hastings organisations but lack the resources to resume provision of this vital service.</p>	<p>£5,802.00</p>	<p>The panel agreed this was a strong application for a much-needed service that provides training and support for frontline workers from external organisations to help their clients with Universal Credit issues. The benefits of the service were clearly defined and the panel felt that it would be challenging to get advice like this without funding.</p>
<p>National Literacy Trust - Hastings</p>	<p>Early Words Together in Hastings Early Words Together (EWT) is an evidence-based early years programme, specifically designed for disadvantaged families with low literacy. The group works in early years settings in the most deprived wards in Hastings to improve literacy outcomes for pre-school children, helping them catch up with their more affluent peers and engage fully with their education. They take a partnerships approach working with families to equip them with the confidence and skills to enrich their home learning environment.</p>	<p>£4,417.00</p>	<p>The panel felt that this was a good proposal aiming to train early years' practitioners to reach disadvantaged families. The benefits of the activity were clearly defined and it will support a total of 75 children and families from hard to reach groups. The panel agreed to recommend this for partial funding minus the celebration event.</p>

<p>Parochial Church Council St Helens Ore</p>	<p>St Helens Outdoor Community Activity Area To create a safe area for sports and physical activities, by flattening and re-turfing 545m2 of lawn and providing permanently installed activity equipment for young people. This will improve engagement with exercise; facilitate team games; promote community social development and encourage inclusion, tolerance and community cohesion. Involving youngsters (and their families) of all ages, ethnicity and abilities, including those in our youth, and other groups, with differing ecosocial backgrounds and levels of neurodiversity.</p>	<p>£2,440.00</p>	<p>The panel felt that this was a very clear well-written application with a detailed budget that included quotes for the work to be done. The beneficiaries were well described, the application meets a clear social need and the location of the church is in close proximity to areas of high deprivation. Due to the very high demand for funding the panel agreed to recommend a partial grant.</p>
<p>Sussex Association for Spina Bifida and Hydrocephalus</p>	<p>Local Support Group meetings for people affected by spina bifida and / or hydrocephalus The group would like to offer six, monthly Local Support Group meetings that benefit more Hastings and St Leonards residents affected by SB&H, along with beneficiaries from Rother. The aim is to increase the number of Hastings beneficiaries by offering support for people with complex disabilities through social engagement, peer support and activities. They will provide a supportive space for individuals, families and carers. Specialist advisers offer additional updates on support available as well as advice on health, benefits, housing, specialist equipment, relationships and also provide emotional support. Craft sessions offer opportunities for working together which result in increased levels of engagement, a sense of belonging and mutual support.</p>	<p>£435.00</p>	<p>This was an organisation providing specialist support groups in Sidley, so included participants from Rother. However, it is not clear how many beneficiaries would come from there. The panel agreed this was a modest grant request that included some match funding but decided not to fund the existing salary costs, so a partial grant would be recommended.</p>

The Conservation Volunteers (TCV)	<p>Biodiversity Action Team - Improving Summerfields Woods</p> <p>The Biodiversity Action Team project is an initiative to get local people volunteering on various environmental projects in their county to improve the quality and sustainability of the natural environment. Benefits to participants involved in the project include improved physical health from physical activities, sociability from working within the group and increasing practical and tool-based skills. The wider public also benefit from the improved environment and better access to those environments.</p>	£1,000.00	The panel felt this was a lovely idea. The aim is to engage a large number of volunteers to clean up Summerfields Woods, and the panel agreed that this would mean good community involvement and benefit, and provide a long-term beneficial impact. There are lots of voluntary groups already doing things like this for free, but the panel felt that TCV would have experience in the more technical side of the work needed. The panel agreed to recommend a partial grant to cover the volunteer costs, and the remainder to go towards materials.
The Nautical Museums Trust (the Shipwreck Museum)	<p>'Under the Sea' children's workshops</p> <p>The group will uniquely celebrate the coastal heritage through the provision of arts workshops for families. This will be an effective way of providing a fun but also meaningful activity for families looking for inexpensive things to do in the holidays. It will bring new visitors further down the Rock-a-Nore road into the museum, and help them understand the heritage of the coast but also its threats due to climate change, and rising sea levels.</p>	£1,900.00	The panel felt that this was a strong proposal that would provide good interactive activity for children and families. The application strongly supports the programme's priorities and is in a location that would extend the use of the foreshore. The target audience was clearly identified and there is the potential to benefit significant numbers for a relatively low cost.
Zoom Arts	<p>Time, Above and Below</p> <p>To put on an art / photography exhibition based on H.G Wells book the Time Machine in the underground bar and restaurant Oscars on the sea front. And to decorate with weather proof photographic images relating to The Time Machine and add interactive cupboard/boxes to one of the seating arches near to Goat Ledge, St Leonards</p>	£1,685.00	The panel felt this was a good application by local people, which would benefit the local community and will open to visitors to the local area and FT land. Although the evidence for a need for the project is not clear, this will be an accessible exhibition that will be out of season. A condition of the grant is that the applicant responds to requests for their organisation documents and application queries before the grant can be released.
Total		£45,271.00	

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Foreshore Trust Combined Grants Pilot Round 1 2019-20 and Round 2 2020-21 Evaluation Data

Round & Year	No of applications received			Total value of funding requested			Total funding available			Total number of grants approved/recommended			Total amount of grants approved/recommended		
	Small	Events	Combined	Small	Events	Combined	Small	Events	Combined	Small	Events	Combined	Small	Events	Combined
SG4 2014-15	41	0	0	£147,142	£0	£0	£50,000	£0	£0	18	0	0	£50,000	£0	£0
E3 2015-16	0	12		£0	£21,557	£0	£0	£20,000	£0	0	12	0	£0	£16,685	£0
Total	41	12	0	£147,142	£21,557	£0	£50,000	£20,000	£0	18	12	0	£50,000	£16,685	£0
Total Combined			53			£168,699			£70,000			30			£66,685
SG5 2015-16	36	0	0	£146,927	£0	£0	£53,315	£0	£0	17	0	0	£53,315	£0	£0
E4 2016-17	0	23	0	£0	£44,384	£0	£0	£20,000	£0	0	11	0	£0	£19,786	£0
Total	36	23	0	£146,927	£44,384	£0	£53,315	£20,000	£0	17	11	0	£53,315	£19,786	£0
Total Combined			59			£191,311			£73,315			28			73101
SG6 2016-17	39	0	0	£160,746	£0	£0	£50,000	£0	£0	15	0	0	£50,000	£0	£0
E5 2017-18	0	22	0	£0	£38,809	£0	£0	£20,000	£0	0	11	0	£0	£20,095	£0
Total	39	22	0	£160,746	£38,809	£0	£50,000	£20,000	£0	15	11	0	£50,000	£20,095	£0
Total Combined			61			£199,555			£70,000			26			£70,095
SG7 2017-18	40	0	0	£161,094	£0	£0	£50,000	£0	£0	14	0	0	£49,538	£0	£0
E6 2018-19	0	17	0	£0	£33,354	£0	£0	£30,000	£0	0	12	0	£0	£23,362	£0
Total	40	17	0	£161,094	£33,354	£0	£50,000	£30,000	£0	14	12	0	£49,538	£23,362	£0
Total Combined			57			£194,448			£80,000			26			£72,900
SG8 2018-19	32	0	0	£124,391	£0	£0	£60,000	£0	£0	17	0	0	£60,000	£0	£0
E7 2019-20	0	11	0	£0	£21,692	£0	£0	£30,000	£0	0	8	0	£0	£15,992	£0
Total	32	11	0	£124,391	£21,692	£0	£60,000	£30,000	£0	17	8	0	£60,000	£15,992	£0
Total Combined			43			£146,083			£90,000			25			£75,992
SE1 2019-20	24	1	4	£112,467	£6,000	£26,015	£0	£0	£59,008	12	2	1	£48,747	£7,688	£2,302
SE2 2020-21	26	5	10	£120,231	£14,419	£45,495	£0	£0	£45,271	9	0	5	£28,406	£0	£16,865
Total	50	6	14	£232,698	£20,419	£71,510	£0	£0	£104,279	21	2	6	£77,153	£7,688	£19,167

Timing of Events grants approved for round 1 and 2 of the combined grants pilot versus events grants

Round & Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
E3 2015-16	1	1	0	1	2	2	2	1	1	0	0	0
E4 2016-17	2	2	3	4	2	2	3	2	0	0	1	1
E5 2017-18	1	0	2	2	0	2	0	3	3	0	0	1
E6 2018-19	0	0	3	4	4	3	2	4	1	1	1	0
E7 2019-20	1	1	2	1	2	3	2	2	1	0	0	1
SE1 2019-20	0	0	0	1	2	0	0	1	0	0	1	0
SE2 2020-21	2	3	1	0	1	0	2	0	0	0	0	0
Total	7	7	11	13	13	12	11	13	6	1	3	3

Location of events approved or recommended for round 1 and 2 of the combined grants pilot versus events grants

Round & Year	Hastings	St Leonards	Both
E3 2015-16	5	2	2
E4 2016-17	8	1	2
E5 2017-18	6	4	1
E6 2018-19	7	0	5
E7 2019-20	5	0	0
SE1 2019-20	2	0	0
SE2 2020-21	3	1	1
Total	36	8	11

Conversion from application requests to applying - percentage

Round & Year	No requested	No of applications received	% of applications received
SG4 2014-15	72	41	56.94
E3 2015-16	27	12	44.44
SG5 2015-16	70	36	51.43
E4 2016-17	43	23	53.49
SG6 2016-17	63	39	61.90
E5 2017-18	37	22	59.46
SG7 2017-18	69	40	57.97
E6 2018-19	45	17	37.78
SG8 2018-19	57	32	56.14
E7 2019-20	15	11	73.33
SE1 2019-20	65	29	44.62
SE2 2020-21	79	41	51.90

Observations

General trend in reduction in number of applications for events over the years, with mostly rising increase in small grants applications.

Similarly, approvals trend is for less events and more small grants.

The combined programme has achieved combined activity and events to be funded, making the highest number of activities approved in any one year.

The combined programme has also approved the most spend, but this is also due to rolling over unspent funds from the previous events grant call.

New pilot has caused a greater interest for applications than recent years, but the conversion rate to submitted applications hasn't increased.

However, more applications have been received given the greater interest.

Events are focussed around the peak seasons and held more in Hastings than St Leonards (this could be skewed by the only covered Foreshore location being in Hastings).

Agenda Item 6



Report To:	Charity Committee
Date of Meeting:	Monday, 16 March 2020
Report Title:	Proposed Large Grants Programme
Report By:	Victoria Conheady
Key Decision:	N/A
Classification:	Open

Purpose of Report

To propose the themes, criteria, governance and process of assessment for the Foreshore Trust Large Grants Programme for discussion and agreement.

Recommendation(s)

1. Charity Committee to agree the themes, criteria, governance and process for implementation of a proposed Foreshore Trust Large Grants Programme.
2. To allocate grant amounts available for the 2021–2024 periods as part of the Foreshore Trust Charity’s budget setting process; with the proposed total grant funding available for the five core themes being approximately £161,000 per year with an additional £20,000 per year in both years 2 and 3 to address the ‘Golden Thread’ mental health and wellbeing theme.
3. To allocate as part of the Foreshore Trust Charity’s budget setting process an amount of approximately £19,000 per year to resource the administration of this programme (along with the current small and events grant programme), to be provided by HBC.

Reasons for Recommendations

The Foreshore Trust Charity Committee agreed in March 2019 to develop a large grants programme alongside its combined small and events programme. It also agreed that the large grants programme would support third sector organisations to deliver Hastings wide community support services within a number of activity themes.

This report discusses this proposal in detail for subsequent approval for implementation to meet the proposed launch date of summer 2020. The Foreshore Trust budget also needs to allocate the proposed funding for the programme including the administration costs.

Introduction

1. The Foreshore Trust five year Business Plan for the period 2019-2020 to 2024-2025, agreed at Charity Committee 18 March 2019 that a new charitable giving programme would be developed over the next 18 months to support a variety of activities to achieve its aims.
2. The business plan states that the themes, criteria, governance and process of assessment will be developed during 2019-2020, and that this will be in consultation with the Grant Advisory Panel (GAP). Likely areas of investment to include support for homelessness in individuals and families, individuals suffering from domestic violence, support for the community and voluntary sector, and support for residents with housing, welfare, debt and fuel poverty advice services.

Aims of the Foreshore Trust Charity

3. The Foreshore Trust's current grant programme funding priorities are as follows:
 - a. The prevention or relief of poverty
 - b. The advancement of education
 - c. The advancement of health or the saving of lives
 - d. The advancement of citizenship or community development
 - e. The advancement of the arts, culture, heritage or science
 - f. The advancement of amateur sport
 - g. The advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity
 - h. The advancement of environmental protection or improvement
 - i. Any other purposes currently recognised as charitable and any new charitable purposes, which are similar to other charitable purposes.

Large Grants Programme Proposal

4. The large grants programme attempts to meet the charity priorities in a more substantial scale than that possible via the current small grants programme.
5. The proposed purpose of this grant programme is to provide larger grants to improve service provision already available in the town and cover any gaps that may exist. It is also to support the work of existing charities and voluntary organisations operating in the town already. Supporting existing charities will help secure their long-term future by offering stability with funding, as the proposed programme would run across three years. There are also opportunities for charities to use the Foreshore Trust grant monies as leverage against other funding opportunities.
6. This approach also encourages long-term service provision without the stop/start of activity that can happen when funding one-off projects.
7. The Foreshore Trust has already selected the proposed activity themes, having taken advice on previous evidential analysis of need in the town (see 9 below). They are based on the level of need and the scale of impact that can be achieved with a relatively small funding pot such

as the proposed programme. This level of funding available is not sufficient to generate meaningful impacts towards all of the charitable aims of the Foreshore Trust. It is therefore proposed that the Foreshore Trust focuses on the needs and gaps listed below, which are able to build on current activities in the town. This is to maximise the impact of the funds and attract more investment to the projects.

8. The proposed themes are:
 - a. Homelessness
 - b. Domestic violence
 - c. Housing, debt and benefit advice (including fuel poverty)
 - d. Migration intervention
 - e. Support services to voluntary organisations (who support the most deprived and isolated individuals).
9. These themes were also informed by a consultation undertaken by the council in summer 2016, which identified the highest priority support needed in the town given limited budgets.
10. They also fit with most of the Foreshore Trust’s grant and business priorities as highlighted in the table below:

Foreshore Trust Grant Priorities	Fit with Foreshore Trust Business Plan proposed large grant themes
The prevention or relief of poverty	Homelessness Housing, debt and benefit advice
The advancement of education	N/A
The advancement of health or the saving of lives	Homelessness Domestic violence Housing, debt and benefit advice Migration intervention
The advancement of citizenship or community development	Support services to voluntary organisations Migration intervention
The advancement of the arts, culture, heritage or science	Support services to voluntary organisations
The advancement of amateur sport	N/A
The advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity	Migration intervention Housing, debt and benefit advice Support services to voluntary organisations
The advancement of environmental protection or improvement	Support services to voluntary organisations
Any other purposes currently recognised as charitable and any new charitable purposes which are similar to other charitable purposes	N/A

11. The small grants programme, already in operation, provides support for priorities listed in the first column of the table above. These are similar themes to the proposed large grant programme, although, given the level of funding, for discrete small-scale project activity. It is

envisaged that organisations may be able to apply to both programmes so long as their application fits the programme criteria.

12. Appendix 1 contains the proposed themes in detail with summary evidence of current need, proposed specification, proposed delivery method and performance indicators.

‘Golden Thread’

13. A common thread (named the ‘Golden Thread’) of co-ordinated working between all the funded Foreshore Trust large grant projects has also been included to address and develop a wider mental health and wellbeing agenda.
14. The co-ordination of this development work will be included in the voluntary support theme and will include the tasks detailed below. During the first six months of year one the grant programme partners will meet to identify the gaps in this ‘Golden Thread’ and agree a service specification. There will then be an open call for applications for funding for service delivery for this theme in years two and three.
15. An amount will be ring-fenced from the total large grant programme pot to provide this service.
16. The partnership working expected by all the funded Foreshore Trust large grant organisations is:
 - a. Participation in network meetings (to be arranged and coordinated)
 - b. Sharing of good practice
 - c. Referrals
 - d. Identifying gaps in service provision and defining a service specification for the ‘Golden Thread’.

Proposed Budget

17. The Foreshore Trust large grant programme is anticipated to be available for services starting from April 2021 and ending in March 2024. The grant amounts available for the 2021–2024 periods will be confirmed as part of the Foreshore Trust Charity’s budget setting process. It is anticipated the grant for financial year 2021-2022 will be confirmed in March 2021, for the second year period of 2022-2023 in March 2022 and for the final year of 2023-2024 in March 2023.
18. The proposed total grant funding available from the large grant programme for all years for the five core themes will be approximately £161,000 per year. An additional £20,000 per year in both years 2 and 3 will be made available from the large grant programme to address the ‘Golden Thread’ mental health and wellbeing agenda.
19. Indicative amounts will be identified further in the process for each of the agreed themes. This is to manage expectations of applicants and reduce unwanted effort in the application process. Otherwise, for each theme applicants could potentially apply for all the funds available from the grant pot. These indicative figures will need to be based on recent intelligence of similar service deliveries.
20. The administration of this programme (along with the current small and events grant programme) is provided by HBC. A 0.5FTE post will need be included in the Foreshore Trust business plan to provide the resource for this. The anticipated role is a grade 6 position, of total costs (including on costs) ranging from £16,000 to £19,000.

Proposed approval process

21. As stated in the Foreshore Trust current business plan, this new programme will be developed in consultation with the GAP. The GAP role within the grant approval process will also follow the normal procedure, whereby they will provide a recommendation to the Charity Committee regarding applicants for approval.
22. The large grants programme will be a one-stage application with the call and guidance published in the normal way as for the other grant programmes.
23. Applications will initially be reviewed by HBC officers for eligibility and due diligence checks, such as, organisation governance, financial status and fully compliant applications.
24. The applications will then be considered by GAP members for discussion and assessment at GAP meetings. GAP members will see all of the applications including any of those recommended to be turned down at the HBC officer initial review stage.
25. HBC officers administering the programme will ask any follow-up questions from the GAP meeting to applicants. All responses will be emailed to GAP members for their confirmation and final recommendations. The GAP reserves the right to call all applicants for interview. In this instance, an additional GAP meeting would be held to discuss the interview responses and make final recommendations.
26. These recommendations will be presented to the Charity Committee in the normal way (see proposed timelines below).
27. The guidance, application form and assessment criteria have been discussed by the GAP and the proposed programme guidance is attached to this report (Appendix 2).
28. The GAP members' representation at the assessment meetings will also need to be considered given the specialist type of services being assessed. This may require specialist training/resources to increase their knowledge and expertise.
29. Any conflicts of interest or potential conflicts have been considered in the development of this programme and in its implementation. Appendix 3 details the possible conflicts and mitigation.
30. For the 'Golden Thread' mental health and wellbeing theme, the approved grant programme partners will meet in the first six months of year one to identify the gaps in this theme. They will then agree a service specification. This will be followed by an open call for applications for funding for service delivery for this theme in years two and three. The GAP will assess the applications for this theme in the second half of year one.

Timetable of Next Steps

31. A list of further key actions and the scheduled dates for these are detailed below:

Action	Key milestone	Due date	Responsible
Presentation of programme to Charity Committee	Approval of programme	16 March 2020	HBC officers, GAP chair, CC members

Budget agreed for 2021-22	Approval of budget figures for 2021-22 with indicative budgets approved for 2022-23 and 2023-24	16 March 2020	HBC officers, GAP chair, CC members
Final specifications set up for recommendation and approval	Specifications, application and guidance approved for launch	June 2020	HBC officers, GAP members, CC members
Agree GAP and application assessment dates	GAP members and assessment dates fixed	June 2020	HBC officers, GAP members
Launch programme	Programme open for applications	Mid-June 2020	HBC officers
GAP training session	To provide support and training for GAP members in assessing applications	Mid-June 2020	HBC officers, GAP members
Application deadline	Programme closes	Mid-August 2020	HBC officers
Application assessment	Applications checked by HBC officers	Mid-August 2020	HBC officers
Application assessment	GAP assessment	Early September 2020	GAP members
Applicant interviews (if necessary) or follow up questions	Further GAP assessment for any follow up queries from first panel	Early October 2020	HBC officers, GAP members, applicants

Second GAP meeting	Final GAP meeting to discuss responses and make final recommendations	Mid-October 2020	HBC officers, GAP members
Recommendations presented to Charity Committee Planning meeting	GAP report for recommendation	Early-November 2020	HBC officers, GAP chair, CC members
Recommendations presented to Charity Committee meeting	Charity Committee approve grant applications	Early December 2020	HBC officers, GAP chair, CC members
Applicants notified	Applicants notified subject to budget confirmation in March 2021	Early December 2020	HBC officers, approved applicants
Applicants provision starts	Projects start delivering	April 2021	HBC officers, approved applicants
Agree proposed 'Golden Thread' specification	Successful applicants agree gaps in mental health provision and devise proposed 'Golden Thread' specification	August 2021	Lead project officers CC Chair – observer only
GAP members review 'Golden Thread' specification	GAP members meet to review and recommend 'Golden Thread' specification	Early August 2021	HBC Officers, GAP members
Charity Committee members review 'Golden Thread' specification	Charity Committee members meet to review 'Golden Thread' specification	Mid-August 2021	HBC Officers, Charity Committee members
'Golden Thread' proposal presented to Charity	'Golden Thread' proposal discussed and recommended	Mid to late August 2021	HBC officers, GAP chair, CC

Committee Planning meeting	by Charity Committee Planning		members
Approve 'Golden thread' specification	Charity Committee approve 'Golden Thread' Specification	September 2021	HBC officers, GAP chair, CC members
Launch open call for 'Golden Thread' service	The 'Golden Thread' service is open to applicants and advertised	September 2021	HBC officers
Application deadline for 'Golden Thread' service	The 'Golden Thread' call for applications is closed	December 2021	HBC officers
'Golden Thread' application assessment	'Golden Thread' applications checked by HBC officers	Mid-January 2022	HBC officers
'Golden Thread' application assessment	GAP assessment in conjunction with Small and Events Grant Programme assessments	Late-January 2022	GAP members
'Golden Thread' applicant interviews (if necessary) or follow up questions	Further GAP assessment for any follow up queries from first panel	Early February 2022	HBC officers, GAP members, applicants
'Golden Thread' second GAP meeting if needed	Final GAP meeting to discuss responses and make final recommendations	Early February 2022	HBC officers, GAP members
'Golden Thread' recommendations presented to Charity Committee	GAP report for recommendation	Late February 2022	HBC officers, GAP chair, CC members

Planning meeting			
'Golden Thread' recommendations presented to Charity Committee meeting	Charity Committee approve grant applications	March 2022	HBC officers, GAP chair, CC members
'Golden Thread' applicants notified	Applicants notified subject to budget confirmation in March 2021	March 2022	HBC officers, approved applicants
'Golden Thread' applicants provision starts	Projects start delivering	April 2022	HBC officers, approved applicants

Wards Affected

All

Policy Implications

Reading Ease Score: 37.6

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	Y
Crime and Fear of Crime (Section 17)	Y
Risk Management	Y
Environmental Issues & Climate Change	Y
Economic/Financial Implications	Y
Human Rights Act	Y
Organisational Consequences	Y
Local People's Views	Y
Anti-Poverty	Y
Legal	N

Equalities and Community Cohesiveness

Proposed priorities contribute to equality and community cohesiveness.

Crime and Fear of Crime (Section 17)

Proposed priorities contribute to crime prevention.

Risk Management

The proposed priorities are to enhance service provision already provided by other funding sources. The absent of the Foreshore Trust grant however may limit the ability of charities to continue to leverage in these funds, which would result in the limiting of provision with greater negative impact on local communities.

Environmental Issues

It is anticipated the advice theme will also deliver housing advice, including fuel poverty and energy reduction/efficiency support.

Economic/Financial Implications

Proposal is for funding of a three-year programme to provide stability to recipient charities. Depending on the budget constraints of the Foreshore Trust charity in the subsequent years, the proposed agreed grant amounts may need to change which would likely negatively impact recipients.

Human Rights Act

Included in current proposed priorities.

Organisational Consequences

Sufficient Foreshore Trust resource is needed to launch, deliver and monitor programme.

Local People's Views

Proposed priorities based on feedback of public consultation in 2016.

Anti-Poverty

Included in current proposed priorities.

Additional Information

Appendix 1A-E: Proposed Large Grant Programme priority theme specifications

Appendix 2: Proposed programme guidance

Appendix 3: Conflict of interest assessment

Officer to Contact

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Foreshore Trust Large Grant Programme Commissioned Grant Funding Service Specification

1. Proposed Intervention

Rough Sleepers Outreach Service

2. Intervention Summary

The aim of this intervention is to offer the opportunity to engage rough sleepers with local services or to reconnect others to their own local authority areas.

3. Links to proposed Foreshore Trust Large Programme themes

Reducing Homelessness

- Source Foreshore Trust Business Plan 2019 – 2022 dated 10th December 18 – Item 13
<https://hastings.moderngov.co.uk/ieListDocuments.aspx?CId=172&MId=3098&Ver=4>

4. Justification of need for the intervention

The purpose of this intervention is to minimise the numbers of rough sleepers in Hastings and St Leonards during a period of growing crisis. The aim will be to engage with rough sleepers and sign post them to a variety of new support programmes and activities to reduce rough sleeping in the town.

The number of people rough-sleeping locally has increased exponentially nationally, as access to housing and funding available to address the issues has decreased. The current gap in the local service has been identified as an outreach service during very unsocial hours to make contact with rough sleepers. This intervention will attempt to identify and join up these individuals with the voluntary and statutory organisations to deliver holistic support, that wrap around individuals and promote welfare and individual progress.

5. Proposed specification to support rough sleepers

The successful proposal will demonstrate the delivery organisation's ability to:

- Provide 2-3 weekly street patrols to identify all rough sleepers between the hours of 4am and 8am and provide information to the rough sleepers initiative.
- Employ an experienced dedicated worker to support the project
- Minimise risk of harm for rough sleepers and safeguarding issues addressed
- Provide regular, timely written reports of who was found and what action was taken
- Provide effective reconnection and relocation service to support rough sleepers to move back to their own local authority area
- Provide effective joint working and communication with a range of services including Hastings Borough Council, STAR, ESCC health and wellbeing services, Homeworks, Sussex Police, street pastors,
- Actively participate in regular rough sleeper multi agency casework meetings and hub initiatives to achieve best outcomes for rough sleepers
- Provide effective signposting and referral service for rough sleepers to access advice, housing and targeted support and intervention
- Request consent to share personal information between partner services from rough sleepers at the earliest opportunity, and where reasonably practicable – this needs to reflect the new rough sleeper safety protocol
- Support the delivery of night shelters for rough sleepers during periods of extreme weather
- Contribute to the Foreshore Trust Large Grant Programme's 'Golden Thread' mental

<p>health and wellbeing agenda by collaborating with the other service providers funded from this programme including:</p> <ul style="list-style-type: none"> - Attendance at network meetings - Sharing of good practice - ReferralsIdentifying gaps in service provision and defining a service specification for the ‘Golden Thread’.
<p>6. Target beneficiaries of the specification</p>
<p>Rough sleepers in Hastings & St Leonards</p>
<p>7. Funding</p>
<p>The Foreshore Trust Large Grant Programme is available for services starting from April 2021 and ending in March 2024. The total grant funding available from the Foreshore Trust Large Grant Programme will be approximately £161,000 per year.</p> <p>The indicative amount available for the 2021-22 Rough Sleepers intervention is (TBC), and as part of the Foreshore Trust Charity’s budget setting process the final programme amounts will be confirmed in March 2021 for financial year 2021-22 and again in March 2022 and 2023. An additional £20,000 will be made available in 2022-23 and 2023-24 (£40,000 in total) to fund Foreshore Trust Large Grant Programme projects to address the ‘Golden Thread’ mental health and wellbeing agenda between the successful Large Grants applicants at a later stage.</p> <p>Applications will only be accepted from registered Charities.</p>
<p>8. Duration of intervention</p>
<p>April 2021 to March 2024</p>
<p>9. Proposed delivery method</p>
<p>To be proposed by potential delivery organisations, but it is considered that out-of-hours work is essential. The detailed reports need to include:</p> <ul style="list-style-type: none"> • Location of rough sleepers • Confirmation of local connection • Reasons for homelessness • Age and ethnicity • Support needs • Ongoing support plans • Referrals and signposting • Interventions and outcomes • Multi agency work to reduce rough sleeping
<p>10. Performance indicators</p>
<p>Outcomes could include: Number of rough sleepers identified and verified Number of new rough sleepers relocated or reconnected within 2 weeks of verification Number of rough sleepers with a local connection to Hastings reporting improvements in their general well being Number of occasions the same individual has been found to be rough sleeping Number of people with improved mental health</p>

Foreshore Trust Large Grant Programme Commissioned Grant Funding Service Specification

1. Proposed intervention

Support for those suffering from Domestic Violence and Abuse

2. Intervention summary

Overall the aim of this intervention is to reduce power inequalities and domestic abuse in the home setting. Households can become destabilised for many reasons and this intervention is intended to protect and enhance the lives of all those who are subject to the results of domestic abuse and its impact on the victim, but particularly children. It seeks to reduce repeat incidents of domestic abuse or violence by supporting victims before their case reaches a high-risk level.

3. Links to proposed Foreshore Trust Large Programme themes

Domestic Violence

- Source Foreshore Trust Business Plan 2019 – 2022 dated 10th December 18 – Item 13
<https://hastings.moderngov.co.uk/ieListDocuments.aspx?CId=172&MId=3098&Ver=4>

4. Justification of the need for the intervention

This intervention only looks at those cases considered low to medium risk. It is widely accepted that there is insufficient provision in Hastings for low-level cases. The means that victims are unable to access services until the risk is excessive. If support is not provided at an early stage the risk of homelessness and repeat incidences of domestic violence or abuse is increased – this accounted for 8% of homelessness presentations in 2017/18. The average person leaves and returns several times before removing themselves from the situation for good, which if unmanaged can lead to repeat presentations. Repeat incidences and homelessness can be reduced through the provision of ongoing help and support.

Domestic Violence and Abuse (DVA) reporting has increased substantially and overall referrals to the police across East Sussex over the past two years indicate that the vast majority of reports relate to low (standard) risk domestic abuse.

Although this increase is substantial, it is accepted that police recorded data is likely to underrepresent the scale of violence and abuse since as many numbers again of people do not report. These crime types have a significant impact on victims/survivors, their children and the wider community. Impacts can include: homelessness, poor mental, sexual or physical health, behavioural problems, substance abuse, poor school achievement, reduced economic prospects and the risk of further violence.

5. Proposed specification to support those suffering from domestic violence

This intervention aims to reduce repeat incidents of domestic violence or abuse by supporting victims before their case reaches a high-risk level. The successful proposal will demonstrate the delivery organisation's ability to:

- Offer support and advice for cases assessed as having a low - medium level of risk which are not of significant concern to warrant **Multi-Agency Risk Assessment Conference (MARAC)** intervention, including self referrals.
- Take positive action to prevent homelessness due to domestic violence and assist in achieving the homelessness strategy targets to reduce homelessness presentations

due to domestic violence. The new Homelessness Reduction Act gives local authorities new duties to work with individuals at risk of homelessness at an earlier stage. The provider will need to refer clients who may need re-housing to the council as early as possible.

- Work with relevant local partners to achieve the wider strategic aims and objectives for community safety and housing.
- Deal with domestic violence issues within communities of interest, identity and geography. Individuals living with domestic violence often struggle to access statutory services. The providers will give advice and support to access these services.
- Provide support to individuals to access statutory services such as Housing, Health and accompany them as required to appointments.
- Fill a gap in services for mental and emotional wellbeing in the community thus helping all family members
- Concentrate on services seeking to bring young people into gainful occupation, thereby enhancing their self-esteem and reducing the likelihood of entrenched family disturbance
- Seek to facilitate the inclusion of the older generations into coherent family groupings.

The proposed intervention must:

- Be open to all, visible and accessible
- Be extensively locally advertised
- Include ongoing support to victims irrespective of gender
- Include sign posting and referral to relevant support services
- Contribute to the Foreshore Trust Large Grant Programme's 'Golden Thread' mental health and wellbeing agenda in Quarters' 1 and 2 2021-22 by collaborating with the other service providers funded from this programme including:
 - Attendance at network meetings
 - Sharing of good practice
 - Referral
 - Identifying gaps in service provision and defining a service specification for the 'Golden Thread'

6. Target beneficiaries of the intervention

Victims of domestic violence assessed as low to medium risk living in Hastings or St Leonards and their families.

7. Funding

The Foreshore Trust Large Grant Programme is available for services starting from April 2021 and ending in March 2024. The total grant funding available from the Foreshore Trust Large Grant Programme will be approximately £161,000 per year.

The indicative amount available for the 2021-22 Domestic Violence and Abuse intervention is (TBC), and as part of the Foreshore Trust Charity's budget setting process the final programme amounts will be confirmed in March 2021 for financial year 2021-22 and again in March 2022 and 2023. An additional £20,000 will be made available in 2022-23 and 2023-24 (£40,000 in total) to fund Foreshore Trust Large Grant Programme projects to address the 'Golden Thread' mental health and wellbeing agenda between the successful Large Grants applicants at a later stage.

Applications will only be accepted from registered Charities.

8. Duration of intervention

April 2021 to March 2024

9. Proposed delivery method

It is expected that advice will be provided at accessible locations within office hours with an answer phone for out of office hours referrals. This intervention may also be outreach based. In the event of a case reaching the high-risk level the delivery organisation will need to carry out a further DASH Risk Identification Checklist and complete a referral to the MARAC. It is expected that the delivery organisation, to which this commissioned intervention is awarded will attend the Hastings Domestic Abuse Forum, the Hastings White Ribbon Day Steering Group meetings, and support the activities that take place for White Ribbon Day in Hastings.

10. Performance indicators

Proposers will be asked to quantify the indicators above where possible and propose additional indicators. In addition, proposals should offer definition of outputs and outcomes plus define their measures (i.e. Number of people) and confirm the recording methods.

Monitoring will include not only the number of people supported but details of the following must be provided:

Number of people supported to include gender, age, family composition, ward,

Number of interventions that have prevented homelessness through support, referral and signposting

Number of interventions triggered by repeat incidents of domestic violence.

Number of referrals to council's housing options service

Number of people with improved mental health

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Foreshore Trust Large Grant Programme Commissioned Grant Funding Service Specification	
1. Proposed intervention	Supporting residents with Housing, Legal, Welfare, Debt Advice and Fuel Poverty issues
2. Intervention Summary	The programme recognises that many residents can be more effectively supported if multiple, and often related, needs are addressed holistically rather than as separate issues. The successful intervention will therefore offer residents of Hastings a comprehensive and open advice service from local offices, where support can be given for financial, employment, housing, general legal matters and fuel poverty, and referrals to energy efficiency organisations. Providers will need to be open to co-location opportunities. Given the scale of the need locally for this type of support, it is also important the service is complemented by funding for other bodies such as East Sussex County Council ('ESCC'), Clinical Commissioning Group ('CCG') and The Big Lottery.
3. Links to proposed Foreshore Trust Large Programme themes	Housing, debt and benefit advice <ul style="list-style-type: none"> • Source Foreshore Trust Business Plan 2019 – 2022 dated 10th December 18 – Item 13 https://hastings.moderngov.co.uk/ieListDocuments.aspx?CId=172&MIId=3098&Ver=4
4. Justification of need for the intervention	This intervention addresses symptoms of deprivation experienced by residents of Hastings. It is to narrow the income gap and tackle the symptoms of poverty amongst all residents in the Borough. Whilst lots of local interventions may address specific problems, such as the implementations of Universal Credit (UC), support in the form of holistic advice is expensive but can often be the first step for people to address all their barriers and prevent the cycle of poverty.
5. Proposed specification for housing, debt and benefit advice	The successful intervention will deliver high quality and professional service in the following areas: Advice to address personal finance issues to include <ul style="list-style-type: none"> • Personal Debt • Benefits (in-work and welfare, including housing benefit) • Support with Universal Credit claims and signposting to council tax reduction claim process • Calculation of wage levels for those seeking employment • Money and budgeting advice and income maximisation • Advice on employment rights • Advice on accessing employment, training and further education • Management of personal finance and financial literacy training • IT skills and digital inclusion • Setting up bank accounts General Housing advice to include

<ul style="list-style-type: none"> • Housing Disrepair • Fuel Poverty and utility billing advice • Referrals to energy efficiency agencies <p>Homeless Prevention – particularly early intervention / negotiation to include</p> <ul style="list-style-type: none"> • Mortgage/rent arrears • Local Housing allowance and rent negotiations • Landlord/tenant issues and mediation for tenant / landlord disputes • Advice to improve access to suitable accommodation and supported accommodation • Advice on how to deal with rent in advance and guarantor requirements in the private rented sector • Tenancy sustainment and support <p>Contribute to the Foreshore Trust Large Grant Programme’s ‘Golden Thread’ mental health and wellbeing agenda by collaborating with the other service providers funded from this programme including:</p> <ul style="list-style-type: none"> • Attendance at network meetings • Sharing of good practice • Referrals identifying gaps in service provision and defining a service specification for the ‘Golden Thread’. <p>It is recognised that some of these services may already be partly funded by other organisations such as ESCC, CCG and other funding bodies. It is therefore for the applicant to propose what the programme will fund and how all the above services may be comprehensively delivered. To avoid duplication the application needs to clarify how this service both differs from and complements the services already funded from other bodies.</p> <p>Applications will be accepted for separate proposals for each specialism or from consortiums for all advice services. However, for separate proposals, successful applicants will be expected to work together to provide an holistic service for clients.</p>
<p>6. Target beneficiaries of the intervention</p>
<p>People in need of advice and support, particularly people</p> <ul style="list-style-type: none"> • Living in disadvantaged areas • Experiencing exclusion • Experiencing or at risk of worklessness and/or income and benefit deprivation • At risk of homelessness. • Supported with fuel poverty
<p>7. Funding</p>
<p>The Foreshore Trust Large Grant Programme is available for services starting from April 2021 and ending in March 2024. The total grant funding available from the Foreshore Trust Large Grant Programme will be approximately £161,000 per year.</p> <p>The indicative amount available for the 2021-22 advice service is (TBC), and as part of the Foreshore Trust Charity’s budget setting process the final programme amounts will be confirmed in March 2021 for financial year 2021-22 and again in March 2022 and 2023. An additional £20,000 will be made available in 2022-23 and 2023-24 (£40,000 in total) to fund Foreshore Trust Large Grant Programme projects to address the ‘Golden Thread’ mental health and wellbeing agenda between the successful Large Grants applicants at a later stage.</p>

Applications will only be accepted from registered Charities.
8. Duration of intervention
April 2021 to March 2024
9. Proposed delivery method
<p>It is expected that advice will be provided at accessible locations with some outreach provision particularly welcome. However, the services will need to be accessible to all residents in the Borough and for consortium applications the applicant will need to detail how they intend to reach all residents.</p> <p>The successful proposal will also need to demonstrate how the delivery organisation will attract the target groups. This is likely to be achieved through a combination of publicity and outreach work, although innovative proposals to engage with 'hard to reach' groups and individuals are welcome. The proposal will also need to include demonstration of provision of translation and interpretation for advice services when required to ensure everyone can access the services provided</p> <p>The successful delivery organisation will have knowledge of, and where appropriate, work with other local services to avoid duplication, ensure signposting and referral of beneficiaries needing support beyond the scope of the intervention.</p>
10. Performance indicators
<p>Proposals should show quantify the indicators where possible. In addition, proposals should offer definitions of outcomes (i.e. defining the receipt of advice as opposed to an enquiry) plus define their measures (i.e. Number of people) and confirm the recording methods.</p> <p>Example outcomes could include: Provision of free and accessible advice service Maximising the income of local residents Reducing the number of homeless households Referrals to energy efficiency agencies Number of people with improved mental health</p> <p>Measurement of outcomes could include not only the number of people advised, but should provide data on numbers advised within categories advised, numbers trained, number of referrals and to which agencies, etc.</p>

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Foreshore Trust Large Grant Programme Commissioned Grant Funding Service Specification

1. Proposed intervention

Support for Migrant and Newly Settled Communities

2. Intervention Summary

This intervention aims to improve quality of life and offer better life chances for asylum seekers, refugees, migrants and the wider BME communities living in the Borough. This will be achieved by improving access to and knowledge of local advice and support services, identifying and helping to remove barriers to positive integration, reducing the risks faced by developing as well as established BME communities across Hastings and to help and encourage all of these communities to feel part of Hastings as a town.

3. Links to proposed Foreshore Trust Large Programme themes

Migration intervention

- Source Foreshore Trust Business Plan 2019 – 2022 dated 10th December 18 – Item 13
<https://hastings.moderngov.co.uk/ieListDocuments.aspx?CId=172&MId=3098&Ver=4>

4. Justification of the need for the intervention

This intervention addresses many symptoms of exclusion experienced by some residents and communities in the Borough. As this intervention is particularly aimed at supporting asylum seekers, refugees, migrants and the wider BME communities this will provide increased inclusion and more integrated communities.

Hastings continues to be an attractive location to settle largely because of its proximity to London but also the perception of more affordable accommodation. The increasing size of the established minority ethnic population will also attract other members of those communities to settle. It is also important to be aware of the implication of Hastings remaining an active asylum dispersal location. This will mean regular new arrivals of individuals from a range of nationality groups some of whom may well settle here once their asylum cases have been decided.

There are ranges of challenges experienced by a significant proportion of the migrants and BME residents in terms of deprivation, worklessness, access to health and welfare lack of affordable housing and improving their quality of life and opportunities.

Although these experiences will create a single community, their differing nationality and social groups will require different strategies for engagement that will have to take into account language, cultural and religious controls/identities and size. There are also challenges when it comes to integrating within already established minority ethnic communities and being able to effectively distinguish between the two.

It is critical for Hastings to continue to be as cohesive a town as possible, which welcomes and integrates new residents to all the support and services available. Building trust and ultimately ensuring positive engagement with and amongst minority ethnic communities that have chosen to settle here is a key challenge for all organisations if we are to avoid isolation

of whole communities.

Migrant communities face many of the same challenges as others in Hastings but also face additional barriers such as language, discrimination, and limited opportunities. Poor strategies by some statutory and voluntary services for inclusion plus complex referral routes to support could increase the risks that they face and leave them potentially more vulnerable.

As a result, it is vital for the town to be more aware of the changes in these communities as well as ensuring that engagement and support is available to them and the established minority ethnic communities in the town.

5. Proposed specification to support migration intervention

The successful intervention will deliver services that:

- Engage with, build trust and support the existing BME population of the Borough.
- Improve the quality of life of the BME population of Hastings by increasing their knowledge of services, entitlements and responsibilities
- Identify and support new minority ethnic communities choosing to settle in Hastings
- Help new BME communities with effective and meaningful integration to feel part of the town
- Highlight the issues faced by the marginalised and excluded BME groups (in particular new migrant groups) living in the town at a strategic level to support planning and development
- Offer training and support for frontline organisations to help improve access to their services for the local BME communities
- Are available to households accommodated in the Borough through the Syrian Resettlement Programme
- Contribute to the Foreshore Trust Large Grant Programme's 'Golden Thread' mental health and wellbeing agenda by collaborating with the other service providers funded from this programme including:
 - Attendance at network meetings
 - Sharing of good practice
 - Referrals
 - Identifying gaps in service provision and defining a service specification for the 'Golden Thread'.

It is recognised that some of these services may already be partly funded by other organisations such as ESCC, Central Government, CCG and other funding bodies. It is therefore for the applicant to propose what this grant will fund and how all the above services may be comprehensively delivered. To avoid duplication the application needs to clarify how this service both differs from and complements the services already funded from other bodies including the Syrian Resettlement Programme.

6. Target beneficiaries of the intervention

Asylum seekers, refugees, migrants and the wider BME communities.

7. Funding

The Foreshore Trust Large Grant Programme is available for services starting from April 2021 and ending in March 2024. The total grant funding available from the Foreshore Trust Large Grant Programme will be approximately £161,000 per year.

<p>The indicative amount available for the 2021-22 Migration intervention is (TBC), and as part of the Foreshore Trust Charity’s budget setting process the final programme amounts will be confirmed in March 2021 for financial year 2021-22 and again in March 2022 and 2023. An additional £20,000 will be made available in 2022-23 and 2023-24 (£40,000 in total) to fund Foreshore Trust Large Grant Programme projects to address the ‘Golden Thread’ mental health and wellbeing agenda between the successful Large Grants applicants at a later stage.</p> <p>Applications will only be accepted from registered Charities.</p>
<p>8. Duration of intervention</p>
<p>April 2021 to March 2024</p>
<p>9. Proposed delivery method</p>
<p>It is expected that advice will be provided at accessible locations with outreach provision as needed. The successful proposal will demonstrate how the delivery organisation has supported the BME communities and openness to co-location where appropriate. This is likely to be achieved through a combination of publicity and outreach work, although innovative proposals to engage with ‘hard to reach’ groups.</p>
<p>10. Performance indicators</p>
<p>Proposals should quantify the indicators above where possible and propose additional indicators. In addition, proposals should offer definition of outputs and outcomes (i.e. defining the receipt of advice as opposed to an enquiry) plus define their measures (i.e. Number of people) and confirm the recording methods.</p> <p>Improved understanding of size and range of nationalities of BME population living in the Borough Improved clarity of entitlements to accessing local services for those living in the Borough who are subject to immigration control or are without English as a first language Improved understanding by local services of barriers to accessing support/advice for BME population of the Borough Improved access and/or provision of immigration advice in the Borough Increased engagement with existing and new BME communities living in the Borough</p> <p>Monitoring will include</p> <ul style="list-style-type: none"> • the number of people and BME communities advised • the number of people with improved mental health

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Foreshore Trust Large Grant Programme Commissioned Grant Funding Service Specification

1. Proposed Intervention

Community Infrastructure Support Service – providing an holistic approach to building the capacity of local community and voluntary organisations

2. Intervention Summary

This is an intervention that contributes to a range of local needs and targets through the provision of community infrastructure support and advice. The overall objective is to generate and enable knowledgeable, vibrant and engaged communities in every part of the town.

The intervention recognises that many residents can be more effectively integrated if the communities' needs are also championed and addressed by the communities themselves. The successful intervention will therefore offer a comprehensive community infrastructure support service, with funding from various sources, to as many community and voluntary organisations as possible, to enable them to develop and thrive.

3. Links to proposed Foreshore Trust Large Programme themes

Advice and support to organisations (voluntary sector infrastructure support)

- Source Foreshore Trust Business Plan 2019 – 2022 dated 10th December 18 – Item 13
<https://hastings.moderngov.co.uk/ieListDocuments.aspx?CId=172&MId=3098&Ver=4>

4. Justification of need for the intervention

This intervention addresses many symptoms of exclusion experienced by some residents and communities in the Borough. As this intervention is particularly aimed at supporting residents through community support this will provide increased inclusion and more integrated communities.

This project will help improve the fundraising skills of small community organisations, their trustees, staff and volunteers who run charities, community groups and social enterprises in Hastings. It will prioritise individual support and coaching to those who are least equipped to have the skills (e.g. volunteer-run groups with no staff, community groups that benefit the most deprived wards, people who face additional barriers due to their disability or language skills, etc.).

Hastings voluntary sector consists mainly of small organisations with limited capacity. This is a competitive disadvantage compared with other geographical areas. It highlights the continued need for effective infrastructure support and for a body to enable collaboration to secure funding which would otherwise be lost to Hastings.

A key weakness of the smaller organisations in Hastings is being able to submit good funding applications to bodies such as the Big Lottery Fund, Sussex Community Foundation, Lloyds Foundation and Tudor Trust. All these bodies want to invest in Hastings but require good quality applications from Hastings that meet their aims.

Evidence from a recent survey conducted by HVA (of 250+ member organisations (2017/18)), it was cited funding advice as the top service wanted. The voluntary and community

organisations stated they find it difficult to know what funding exists, how to navigate the application processes, and how to create a good quality application.

Changing Needs:

- New funding streams emerge. It is difficult for VCOs to remain up-to-date or bring forward applications
- Larger VCOs are often better placed to bid for contracts due to economies of scale which could de-stabilize the operation and even the existence of local organisations.
- Medium sized organisations are most likely to suffer cuts in public spending and they require support in orientating towards a situation in which external funding and income generation play a greater part.
- The scale of procurement and public service contracting implies a greater reliance on consortia/partnering across wider geographical areas to bring resources to a local level.

Without appropriate support/technical expertise it will be impossible for local VCOs to receive funding.

- Source Hastings Voluntary Action Jan 19

5. Proposed specification for advice and support to organisations

The successful proposal will demonstrate how the delivery organisation will target and develop the community or voluntary group.

Overall the successful intervention will deliver support and services that:

- Help voluntary and community groups operate and develop effectively
- Identify local needs and work with communities and other agencies
- Develop effective networks and collaboration between organisations and groups working within the community.
- Promote community cohesion
- Attract more charitable, lottery and central government funding to the town for the community and voluntary sector.
- Include responsibility in the first six months of year one (2021-22) for coordinating the partnership working between funded Foreshore Trust Large Grant Programme projects to jointly address the 'Golden Thread' mental health and wellbeing agenda and identify gaps in mental health provision including:
 - Arranging and co-ordinating network meetings
 - Sharing of good practice
 - Referrals identifying gaps in service provision and defining a service specification for the 'Golden Thread'.
 - Presenting the results of these discussions to the Charity Committee in December 2021.

It is recognised that some of these services may be partly funded by other organisations such as ESCC, CCG and other funding bodies. It is therefore for the applicant to propose what the grant will fund and how all the above services may be comprehensively delivered. To avoid duplication the application needs to clarify how this service both differs from and complements the services already funded from other bodies.

The Foreshore Large Grants Programme, with the level of funding available for this intervention, will not be able to provide for a comprehensive service to the whole of the community and voluntary sector. This intervention should be seen as a way of expanding and enhancing the offer to local community and voluntary organisations.

<p>6. Target beneficiaries of the intervention?</p>
<p>Hastings and St Leonards voluntary and community groups</p>
<p>7. Funding</p>
<p>The Foreshore Trust Large Grant Programme is available for services starting from April 2021 and ending in March 2024. The total grant funding available from the Foreshore Trust Large Grant Programme will be approximately £161,000 per year.</p> <p>The indicative amount available for the 2021-22 community infrastructure intervention is (TBC), and as part of the Foreshore Trust Charity’s budget setting process the final programme amounts will be confirmed in March 2021 for financial year 2021-22 and again in March 2022 and 2023. An additional £20,000 will be made available in 2022-23 and 2023-24 (£40,000 in total) to fund Foreshore Trust Large Grant Programme projects to address the ‘Golden Thread’ mental health and wellbeing agenda between the successful Large Grants applicants at a later stage.</p> <p>Applications will only be accepted from registered Charities.</p>
<p>8. Duration of intervention</p>
<p>April 2021 to March 2024</p>
<p>9. Proposed delivery method</p>
<p>It is expected that community and infrastructure support will be provided via accessible locations with outreach provision as required.</p>
<p>10. Performance indicators</p>
<p>Proposals should quantify the indicators above where possible and propose additional indicators. In addition, proposals should offer definitions of the outcomes (i.e. defining the receipt of advice as opposed to an enquiry) plus define their measures (i.e. Number of people) and confirm the recording methods.</p> <p>Number of charities, community and voluntary groups receiving advice Number of workshops or courses provided and attendees Number of people with improved mental health</p> <p>Monitoring will include not only the number of voluntary and community organisations advised, but should provide also data on the numbers of people attending workshops or courses.</p>

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Foreshore Trust Large Grants Programme 2021-2024 Grant Funding Application Guidance

Introduction

Aim of the Foreshore Trust Large Grants Programme

The Foreshore Trust large grants programme is a grant scheme for charities offering a service within Hastings & St. Leonards. The aim of the grant scheme is to support organisations in carrying out activities that enhance the quality of local residents' lives and increase their involvement in the community.

Your application will need to meet The Foreshore Trust large grants programme themes for the next three years, which are detailed in the funding section below. Please note this is a three-year programme subject to annual budget confirmation by the Charity Committee.

Hastings Borough Council (HBC) manages the administration of the programme on behalf of the Foreshore Charitable Trust. The grant awards decisions are made by the Charity Committee. Please note that a successful application to this programme does not make you ineligible to apply to any of the other Foreshore Trust grant programmes.

Application Form

The application form enables HBC officers and the Grant Advisory Panel (GAP) to assess the eligibility of your organisation or consortium and whether your proposed service will directly meet the grant funding guidance and specifications - applications from organisations that do not directly meet these will be declined.

Do not change any of the questions or alter any part of the form unless we state that you can. If you do make unauthorised changes we will not accept your application.

Help with Application completion

Comprehensive guidance notes are provided on the following pages to help you complete the application form. Please read them carefully to maximise your chance of success.

Please note:

- If you require any help with completing your application please contact Peter Thorpe at HVA (tel: 01424 444010; email: peter@hastingsvoluntaryaction.org.uk).
- If you have any other queries relating to the Foreshore Trust grant programmes, including project ideas etc., please contact either Ian Sycamore (phone 01424 451339; email isycamore@hastings.gov.uk) or Karen Hopkins (phone 01424 451788; email khopkins@hastings.gov.uk)

Grant programme aim and specifications

Applications can be submitted that meet one of the grant programme themes only. Those applications that specifically address these and have clear links to the organisation aims identified on the application form (Section 1.3) will be assessed more highly than proposals that are less directly linked. If you wish to apply for more than one specification please use separate applications forms.

The themes for the Foreshore Trust Large Grant Programme are as follows:

Homelessness
Domestic violence
Housing, debt and benefit advice (including Fuel Poverty)
Migration theme
Support service to voluntary organisations (who support the most deprived and isolated individuals).

Appendix 2 – proposed programme guidance

Deadline for submission

The deadline for submission of applications is midday on **?? August 2020**.

Completed forms should be emailed with any supporting evidence, to Foreshore-Large@hastings.gov.uk including the name of your organisation in the subject field of your email.

Notification of approved services

Decisions will be notified to applicants in December 2020 subject to final budget approval in March 2021 for financial year 2021-22 and again in March 2022 and 2023.

Funding

The Foreshore Trust large grants programme is available for services starting from April 2021 and ending in March 2024. The total grant funding available from the programme for 2021–2022 will be approximately £161,000, with possible changes for 2022-2023 and 2023-2024. As part of the Foreshore Trust Charity's budget setting process the final programme amounts will be confirmed in March 2021 for financial year 2021-2022 and again in March 2022 and 2023.

An additional £20,000 will be made available each year in 2022-2023 and 2023-2024 to fund Foreshore Trust large grants programme projects to address the 'Golden Thread' mental health and wellbeing agenda. All applications at this stage will need to show how they plan to address the 'Golden Thread' mental health and wellbeing agenda (see Guidance on completing the Grant Funding Application form on p4 below).

As indicators only, the following should be used as the 100% baseline (Option A) for your application:

Domestic violence	TBC
Housing, debt and benefit advice (including Fuel Poverty)	TBC
Support service to voluntary organisations	TBC
Homelessness	TBC
Migration intervention	TBC

The final agreed funding will be allocated to the five specification areas (not equally) depending on the quality of the funding applications submitted.

Application appraisal process

The procedure for appraisal and recommendation of grant funding is as follows:

1. The applicant must meet the grant programme theme selected in order to be considered.
2. Applications will initially be reviewed by HBC officers for eligibility and due diligence checks (such as organisation governance, financial status and fully compliant application).
3. The GAP will assess the application form using the guidance notes below and specific assessment criteria. The GAP's role is to act as an independent and objective appraisal and recommendation group.
4. In general, applications will be assessed on how well they meet the theme of the grant programme, the need for the service, the likely beneficiaries, value for money and the difference the service will make.
5. There may be follow-up questions from the GAP panel meetings, which HBC officers administering the programme will forward to applicants and the responses will then be emailed to GAP members for their confirmation and final recommendations.
6. The applications recommended by the GAP will be approved at the Charity Committee meeting in December 2020 subject to budget confirmation in March 2021. All applicants will be notified about the outcome of the final decision as soon as possible and we will also notify unsuccessful applicants of the principal reasons for not funding the proposed services.

Appendix 2 – proposed programme guidance

Eligibility Criteria

Applications will undergo an appraisal that will assess suitability to deliver a grant funded service using the criteria below.

1. Who can apply?

To deliver a grant funded service, organisations must meet the following requirements:

- Be a charity carrying out activities that enhance the quality of local residents' lives and increase their involvement in the community.
- Demonstrate that residents of Hastings & St Leonards will mainly benefit from the service.
- Priority will be given to services aimed at generating or sustaining activity run for the benefit of groups often excluded from mainstream activity or communities experiencing the effects of multiple deprivation. This can apply to certain neighbourhoods in the borough or communities of identity such as people with disabilities or Black and Minority Ethnic (BME) groups.

Assessment Criteria

Applications will also be assessed against the following:

1. Service Proposal - need for and description of service and fit with the grant programme themes.
2. Service Delivery - organisation capacity.
3. Service Cost - Budget profile, explanation and value for money.
4. Difference the service makes - identification of beneficiaries, promotion, and access.
5. Service Evaluation - monitoring arrangements and providing feedback on success or failure.

Conditions of grant funded services

1. Main Conditions

There are three main conditions to be met:

- Grants are required to be spent and accounted for on an annual basis by March 2022, March 2023 and March 2024.
- Quarterly monitoring forms will need to be completed for the Foreshore Trust large grants programme confirming that the money has been spent for the purpose originally specified. This should include any information and supporting evidence to demonstrate to what extent the service successfully achieved its intended outcomes. Diversity information may also be required including the number of people involved, ages, ethnicity and disabilities.
- An annual report will be required from each funded organisation in Quarter 3 (January) of each funded year. The report should specifically highlight the difference made by the Foreshore Trust large grants programme contribution alongside any match funding contribution.

Occasionally, additional conditions may be added.

3 Grants Fund exclusions

Grants will not be considered to pay for:

- Services for residents outside of Hastings & St Leonards.

Agreements

Every successful organisation will receive an agreement that will set out the specific terms for delivery. A number of general terms will feature in all agreements and these are likely to include the following:

- Grant funding must only be used for the purpose set out in the agreement. The Charity Committee must agree any substantial changes to delivery.
- The service beneficiaries must be resident in Hastings & St Leonards.
- You must maintain adequate evidence and records of all income received and expenditure incurred and have sound financial procedures in place. As a minimum these must include:
 - A bank account in the organisation's or, in the case of a consortium, Lead Organisation's name requiring two signatures
 - The maintenance of a cashbook for recording all expenditure and income
 - All expenditure being supported by invoices, receipts and vouchers

Appendix 2 – proposed programme guidance

- Regular monitoring of expenditure comparing actual performance to budget
- Deductions for tax and National Insurance from salaries
- You must keep adequate records regarding the monitoring of the service delivery and these must be available for inspection.
- You will be required to provide financial accounts showing how the grant funding was spent. The accounts must be subject to outside scrutiny but organisations may choose either independent examination by a suitable qualified person or audit by a registered auditor.
- You are required to make proper arrangements for the recruitment and employment of staff. These should include:
 - Recruitment and selection of staff against a job description and person specification
 - Written contracts of employment, which meet legal requirements
 - Clear written discipline and grievance procedures
 - Adequate training for the duties they have to perform
- You must comply with the monitoring requirements specified in a timely manner. Please be aware that failure to provide this information on a timely basis may be considered non-delivery and constitute a breach of the funding agreement.

Monitoring and Evaluation

Monitoring and evaluation are essential to assess the effectiveness of the grant funded service and its delivery. Monitoring is the process of gathering and recording information on a regular basis. It keeps account of the progress against agreed targets, anticipated outcomes and other relevant indicators. Evaluation is the process of looking at that information and judging the quality of the work and its success against stated aims. It looks at outcomes and results in order to assess the effectiveness of the service and inform future decisions.

The monitoring and evaluation arrangements form part of the contractual obligations but the following general principles will be observed:

- Monitoring will be relevant and proportionate to the size, nature and value of the grant, whilst being consistent with the need for effective protection of, and proper accountability for, public money.
- The requested monitoring information will be collectable.
- The learning from evaluation should be shared to inform future policy, funding etc.

Guidance on completing the Grant Funding Application form

Do not change any of the questions or alter any part of the form unless we state that you can. If you do make unauthorised changes we will not accept your application.

1. About your organisation

1.1 Organisation Details

- Give the full name of your organisation or group as it appears on your governing document.
- Tell us your organisation's main or registered address, including postcode.
- Give us your website address if you have one.
- Tell us the main contact for this application – this must be a member of your organisation and the person authorised to submit the application. They should be someone from your organisation who we can talk to about your service and who we can contact during office hours.

1.2 Consortium applications

- Please provide details of your consortium detailing its legal status, working arrangements, how it is constituted, who will be the Lead Organisation taking responsibility for this funding, and a list of all partners.
- If your consortium is in development, please provide details of the proposed plan, Lead Organisation, partners and working arrangements for its formation and likely date of establishment.

1.3 Aims, objectives and stated mission of your organisation or consortium

Appendix 2 – proposed programme guidance

- Give us some brief details about the aims, objectives and stated mission of your organisation or consortium, and what it does in no more than about 200 words.

2. Eligibility Criteria

It is important that you work through this checklist before you start completing the application form. This is so that you can decide if you think this funding is right for your service or organisation, and before you go to the time and expense of submitting an application.

Please tick the Yes or No checklist to verify that your group is eligible to apply for funding. Please also tick to confirm you have attached copies of supporting information as requested. If your organisation has previously applied for grant funding from any other programme administered by Hastings Borough Council (HBC), and your group has already submitted the supporting evidence for these applications please tick the relevant cell in the 'Held by HBC' column.

- A. All groups must have a constitution or clear set of rules, which should describe the group's aims and objectives, its members and details of how decisions are made. Where a larger parent body is applying in respect of a local service, clarification must be given to demonstrate local governance and ownership of the service.
- B. There are usually two signatories to the bank account of the organisations and they are not related to each other.
- C. Confirm that copies of the last three years of the organisation's annual accounts are held by or have been emailed to the Council. For consortium applications you will also need to provide copies of the lead and partner organisations' annual accounts for the last three years.
- D. Confirm if you have an Equality and/or Equal Opportunities Policy statement approved by your organisation. This may sometimes be contained in your governing document.
- E. The funders are keen to encourage all groups, regardless of size, to operate in a professional manner. In most cases this will include ensuring that the group has an appropriate level of public liability cover (a minimum of £10 million is recommended). If you feel that such a high level of cover is not necessary for your group, please include a note to explain why.
- F & G – If your service involves either working with children or vulnerable adults an appropriate safeguarding policy must be in place. Relevant staff must be suitably trained and DBS checked.
- H. Confirm that your organisation complies with UK legislation on employment and health and safety.

Organisation account information

- Confirm the period covered by your latest accounts
- Specify the level of free reserves as a percentage of your annual turnover for the previous financial year. This figure is used by the assessors to establish a financial need for the grant.

Organisation Status

- Please confirm that your organisation is a charity and complete the registration number details.

3. Service and delivery

3.1 Priority

- Tick the theme your proposal will address.
- You will be asked to demonstrate how your proposed service will contribute to this theme later in Section 3.5 of the application form.

3.2 Service name

- What is the name of your proposed service – give us a short title that we could use for publicity purposes.

3.3 Service Aim

- Briefly describe the proposed aim of your service - you may write up to 75 words

3.4 Service description and funding requested

Appendix 2 – proposed programme guidance

- Enter the amounts of Foreshore Trust large grants programme grants that you are requesting for Options A and B (from Section 4.3) for each financial year bearing in mind the possible reduced amount of grant funding available in 2022-23 and 2023-24.
- Option A - Please tell us in full detail about your proposed idea, its aim, and the services or activities you plan to carry out using our grant. Describe what you would like to do and how you plan to do it; you will need to specify how you plan to deliver the theme description bullet points. In addition you will need to identify how your service will contribute to the 'Golden Thread' mental health and wellbeing agenda. You can write up to 1000 words.
- Option B - Please describe reduced scale options, which should be viable alternatives that might be funded with lower levels of grant. Describe what activities/services would be cut or reduced, and if they are to be reduced, in what way. You can write up to 500 words.

3.5 How does this service complement that provided by other funders?

- To avoid duplication of service describe how this service both differs from and complements the services already provided by your organisation or other funders. You can write up to 500 words.

3.6 How does your service proposal meet the programme theme?

- Please explain in detail how your service proposal relates to the funding programme theme you have selected. Please note that direct links between your organisation's aim and the funding scheme aim and theme will be assessed more highly. You can write up to 500 words.

3.7 Consortium partners – service involvement and delivery.

- If your proposal involves delivery by a range of partners provide details here about which organisation will be delivering the services described in the sections above. Add further rows for each partner if needed.

3.8 Describe your organisation/consortium's expertise/capacity to deliver this service?

- Please explain fully your organisation's expertise and capacity to deliver the proposed service. You can write up to 500 words.

3.9 Explain the benefits of working in partnership on this service.

- Describe the benefits of working in partnership on this service for both consortia and single organisation services.
- As this programme requires that you collaborate with the other service providers funded from this programme please state how you could contribute to the 'Golden Thread' mental health and wellbeing agenda including: attendance at network meeting; sharing of good practice; referrals and identifying gaps in service provision. You can write up to 1,000 words.

3.10 What are the key risks to the service?

- Please list the key risks to the proposed service, particularly to the delivery of the proposed outcomes detailed in Section 5.2.
- Give details of the mitigation you would use to reduce these risks or their impact.

4. Proposed service funding

4.1 Proposed service budgets

4.2 Option A

- Tell us how much your proposed service will cost for each year - insert rows as necessary. Please note the guidance on funding on page 1.
- Provide a breakdown of all the main costs of the proposed service for both options and years bearing in mind that there may be a change of grant in the second and third years.
- Include everything you will need for the service even if you are not asking us to fund it.
- Give the total cost of each item or activity in the total cost columns and how much you want from the Foreshore Trust large grants programme in the grant element columns. Provide any details of matched funding you are providing in the relevant Match columns.
- Please ensure the totals for the grant funding requested tally with the amounts detailed for Options A and B in the service description (Section 3.4).
- For consortia proposals please identify to which organisation each cost is attributable in the 'Consortia Only Attributable Organisation' column.

Appendix 2 – proposed programme guidance

- In the case of consortia we expect there to be a cost in administering the partnership. Please include the Lead Partner's anticipated administration costs.
- There is no limit to how much the programme will pay for each budget item.

4.3 Option A – Matched Funding

- Detail any match funding you are providing towards the service, and confirm whether this is in-kind or cash match.

4.4 Option B (50% of Option A)

- Please complete the Option B section as for Option A but working to a final total of 50% less than you are requesting for Option A.
- For both options please check that your figures add up.

4.5 Option B – Matched Funding

- Detail any match funding you are providing towards the service, working to a final total of the grant request of 50% less than you are requesting for Option A, and confirm whether this is in-kind or cash match.

4.6 Partner breakdown (consortia only)

- For Options A and B give us a breakdown showing the Foreshore Trust large grants programme grant funding each organisation in your consortium would receive of the total being requested if you were successfully awarded a grant.

5. The difference your service will make and to whom

5.1 Service need, evidence & impact

- Tell us who will mainly benefit from the proposed service and explain why it is needed.
- Include what evidence you have to show that the service is needed.
- Describe where a gap or shortfall in current provision is not meeting the needs of your organisation or your target beneficiaries.
- If your application is to supplement or expand something that already exists, explain that here. If your service is similar to other existing services, explain what difference your service will make to meeting the needs you describe.
- If applicable provide details of how you have consulted with the people who will benefit from your service and what the result of that was. This can include organising meetings, conducting surveys or keeping waiting lists for people wanting to access the service.
- Detail how your service has been influenced by what people have told you and how you know that the people you want to help will use your service. Confirm how many people will be involved in delivering your proposed service and whether they are volunteers and/or paid staff (and if they are paid staff whether they are full time or part time).
- State how your service meets the 'Golden Thread' mental health and wellbeing agenda.
- You can write up to 1000 words.

5.2 Proposed Service Outcomes

Outcome Definition: Outcomes relate to 'what difference there is' and demonstrate wider effects of a scheme or service, results of an action, or changes or differences that your service will make to people or area involved. An outcome is also the benefit or change for participants after the activity. Key words are to improve, decrease, increase, develop and sustain. Examples are new knowledge, increased skills, people gaining qualifications, moving into permanent accommodation, getting out of debt, retaining a home, changes in knowledge, behaviour, attitudes, increased access and use of services, changes in policy or practice, increased quality of services, increased capacity, increased resources.

- Outcome - Give brief outcome descriptions for the longer term benefits for your beneficiaries or service that will demonstrate the lasting difference it will make. There should be a direct correlation between the service and the outcomes.
- Measure – Tell us specifically and clearly the measures you will use for the outcomes (i.e. numbers or people supported, workshops, jobs created) and the evidence you will use to record these (registers etc.).
- Recording method – confirm what system or method you will be using to record the outcome.

Appendix 2 – proposed programme guidance

- Target - Identify target numbers (number of beneficiaries, workshops etc.) for each option and year you are requesting grant for.
- The outcomes should show clear alignment with the Foreshore Trust large grants programme theme you have selected.

5.3 Service Promotion & Publicity

- Tell us how you will promote and publicise your service.
- Explain what you will do to make sure that people from different backgrounds know about your service and how to benefit from it.
- Detail how you will ensure and demonstrate that the beneficiaries of the service are residents from Hastings & St Leonards.
- Explain how your service will actively seek to involve as wide a range of people as possible.
- If you have identified any groups who could benefit but are less likely to take part, explain why this is the case and what you will do to tackle it.
- If you plan to target particular groups or parts of the town, please describe them.
- Explain how your service will actively help to close the gap for disadvantaged residents, groups or areas of the Borough.
- You can write up to 500 words.

6. Beneficiary Monitoring

6.1 Equal Opportunities

- Please confirm your organisation's or consortium's willingness to monitor equal opportunities.
- If you plan to restrict who can take part in your service explain why.
- Demonstrate fully how you will ensure the service addresses equalities issues.
- You can write up to 500 words.

6.2 Monitoring & Evaluation

- Tell us how you will know whether the service has achieved its aims.
- Explain how you will show that your service has made a positive difference to the beneficiaries.
- Describe the methods you have in place for monitoring and evaluating the service. This could include information about numbers and types of people helped, case studies and/or feedback from people involved.
- You can write up to 500 words.

7 Declaration & Checklist

Please put a cross in the second column of 7.1 to 7.6 to confirm the following

- 7.1** That you confirm that you have read and understood the guidance and completed the application form in accordance with this.
- 7.2** That you have attached the relevant documents as listed in Section 2, Eligibility Criteria.
- 7.3** That you have completed all the questions in the application form
- 7.4** That you have the necessary authority to submit the application.
- 7.5** That you understand that your personal details will not be shared with anyone without your permission, and will be removed from the application prior to it going to the Grants Advisory Panel for assessment.
- 7.6** That you would like us to maintain your organisation data on our Organisation Database
- This database is used to record the information you provide on your grant applications submitted to the programme administrator. They store the information to help make the grant application process easier for you and them, and to stop repeat requests for that information. The only person that has access to your data is them, and the information is stored in a secure folder on the council's server. They will only share your details if you have given permission to do so. They will only keep your organisation details for as long as you wish them to and you can request to have your details removed at any point by emailing them with UNSUBSCRIBE in the subject line.

Note: Your organisation details will be kept until any grant funded activity has finished.

Appendix 2 – proposed programme guidance

- 7.7** That you understand and accept that if your organisation is successfully awarded a grant that you agree to fully meet the necessary final monitoring requirements detailed in the guidance.
- 7.8** Please complete and date this section. Note: only electronic signatures are accepted, if you do not have an electronic signature please leave this blank.

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Appendix 3: Conflict of interest assessment

Foreshore Trust Large Grant Programme - Conflicts of Interest

Conflict	Risk	Mitigation
That the council is the Sole Trustee of the Foreshore Trust Charity.	That by the council managing the Foreshore Trust business could influence the proposed grant programme.	<ol style="list-style-type: none"> 1. The Charity Committee made a decision at its meeting on 10th December 2018 to fund the proposed themes based on gaps and needs identified in Hastings and St Leonards. Source Foreshore Trust Business Plan 2019 – 2022 dated 10th December 18 – Item 13 https://hastings.moderngov.co.uk/ieListDocuments.aspx?CId=172&MId=3098&Ver=4 2. Charity committee members are given training every year on conflict of interest. The charity has a conflict of interest policy and a Protector. 3. All decisions about every aspect of the proposed programme have been made by the Charity Committee members and the GAP as per the Charity Grant Scheme, with a small select number of designated council staff acting in administrative and supporting roles only. 4. The Protector has been fully involved in every stage of the design of this programme.
The Foreshore Trust Large Grant Programme is very similar to the Community Partnership Fund (CPF).	That the council would benefit from the Foreshore Trust programme as it funds similar priorities to those of the CPF.	<ol style="list-style-type: none"> 1. CPF was not a statutory function or activity of the council 2. Council budgets have been shrinking over the last few years and the council has withdrawn or reduced commitment to a number of activities in the town. The council advised in the 18/19 budget that it would no longer be able to fund this non-statutory function of supporting the activities of the local community and voluntary sector from April 2021. 3. The Charity Committee took the decision in March 2019 to commit itself to funding additional charitable causes. 4. The Charity Committee made a decision to fund the proposed themes based on local needs identified by public consultation (July 2016). 5. The charitable organisations that provide the services associated with the CPF themes were not totally reliant on the CPF grant to fund them. They are funded from a wide variety of sources and will continue to be so.
	That some statutory functions of the council will benefit from the proposed programme.	<ol style="list-style-type: none"> 1. The successful applicants' support will be covering different services to those provided by the council – they will be supporting the same client group but not in the same way. 2. The Charity Committee made a decision to fund the proposed themes based on gaps and needs identified in Hastings and St Leonards. Source Foreshore Trust Business Plan 2019 – 2022 dated 10th December 18 – Item 13 https://hastings.moderngov.co.uk/ieListDocuments.aspx?CId=172&MId=3098&Ver=4

Appendix 3: Conflict of interest assessment

		<ol style="list-style-type: none"> 3. Colleagues from the teams supporting statutory functions of the council were not consulted about the specifics of each proposed theme and have not been involved in the development of the Foreshore Trust large grants programme. 4. HBC does have statutory responsibilities for homelessness for example, and whilst any funding given to support agencies may help the same client group the support will be fundamentally different.
Eligibility of applicants	That council officers will be able to influence which applicants' bids will be seen by the GAP.	<ol style="list-style-type: none"> 1. Initial eligibility checks will be carried out by the Compliance Monitoring Officer against a set of criteria agreed by the Foreshore Trust. 2. Any applications that are ineligible, and the reasons why, will be set out and considered by the Grant Advisory Panel. 3. The GAP will make the decision on which applications will be recommended for approval to the Charity Committee.
Conflict of interest of GAP members	Conflicts of interest for GAP members could result in biased decision making.	<ol style="list-style-type: none"> 1. GAP members are asked to declare conflicts of interest for all the applicants as soon as the programme closes and then take no further part in the assessment process. 2. GAP members who have declared conflicts of interest are asked to leave the panel meetings whilst the discussions for the relevant applicant take place. 3. There are written records of the GAP members' declared conflicts of interest at all stages from the receipt of applications through to the assessment and recommendation processes.
	GAP members request further advice or have questions about the applications.	Only a small select number of designated council staff are responsible for the administration of the programme and would act as a conduit between the applicants and the GAP. The panel has the power to interview the applicants (if necessary) but all applicants would need to be interviewed to be fair.
Conflict of interest of Charity Committee members	Charity Committee members may have potential conflicts of interest, which could result in biased decision making.	If Charity Committee members have potential conflicts of interest they would not be permitted to sit on the Charity committee. Members of the Charity Committee must be Cabinet members so a substitution from Cabinet would be selected to sit. If in the unlikely event that everybody had conflicts of interest the Monitoring Officer would consider issuing a dispensation to members.

Agenda Item 7



Report To: Charity Committee

Date of Meeting: 16th March 2020

Report Title: Lifeguard service 2019 review

Report By: Kevin Boorman, Marketing and Major Projects Manager

Key Decision: No

Classification: Open

Purpose of Report

To update the charity committee on the 2019 lifeguard service in Hastings

Recommendation(s)

That the charity committee notes the excellent lifeguard service provided by the RNLI on the town's beaches in 2019, including the saving of four lives, and thanks the RNLI for the service they provided

Reasons for Recommendations

To acknowledge the excellent service the RNLI lifeguards provided in 2019.

Introduction

1. Until the 2016 summer season our lifeguard service was operated in-house by Hastings Borough Council and the Foreshore Trust. Following a number of organisational changes in early 2017, the council and trust resolved to enter into a one season agreement with the Royal National Lifeboat Institution ('RNLI') and for the operation to be reviewed at the end of that year's operation.
2. During 2017, lifeguards attended 88 different incidents, of these 7 required serious medical intervention.
3. As a result of the success of the pilot, at the charity committee meeting on 11th December 2017 the committee agreed unanimously to enter into a three year contract with the RNLI to provide the Hastings lifeguard service. A number of 'tweaks' were made to the service following the pilot, including earlier starts at all three sites – Pelham, Pier, and Marina. 2019 was therefore the second full year of the three year contract.

2019 season review

4. A copy of the 2019 lifeguard service monitoring report is attached.
5. It is worth noting that, in 2019 on our beaches the lifeguards saved four lives, rescued seven people, assisted sixteen, performed major first aid on five casualties and minor first aid on 22. This is the first time that the RNLI lifeguards' intervention has been classified as 'saving lives' at Hastings, and is the most serious form of intervention: - without the action of the lifeguards, four people would have drowned. In addition some 14 230 members of the public were engaged with on 'preventative actions' (an action described as 'an action conducted by the lifeguard team to prevent persons coming into contact with harm including; PA announcement, moving flags, displaying safety signage, educating beach users').
6. All of the RNLI's key performance indicators were met, and no complaints were received about the service, either by the RNLI or by HBC.
7. It is also worth acknowledging that the RNLI intend expanding their programme of talking to students in schools, and other groups and associations.

Financial information

8. The cost of HBC providing an 'in-house' lifeguarding service in 2016 was c£54 000, which did not include supervision or management; on a 'like for like' basis the RNLI provided the service for £27 183 in 2017, including training, supervision and management, although because of service enhancements the actual cost of operation was £36 600 on 2017, £38 100 in 2018, because of further service enhancements (starting the season earlier), and £39 100 in 2019. The estimated cost for 2020 is £39 900 [ESTIMATE SUBJECT TO CONFIRMATION], an increase purely for inflation. It should be noted that, four years on, and with service enhancements and no management/supervision costs this is still less than 75% of the 2016 costs when the service was provided in-house.

Recommendation

9. It is recommended that the charity committee notes the excellent lifeguard service provided by the RNLI on the town's beaches in 2019, including the saving of four lives, and thanks the RNLI for the service they provided.

Wards Affected

All

Policy Implications

Reading Ease Score: 43.2

Have you used relevant project tools?: N

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	N
Crime and Fear of Crime (Section 17)	N
Risk Management	Y
Environmental Issues & Climate Change	N
Economic/Financial Implications	Y
Human Rights Act	N
Organisational Consequences	Y
Local People's Views	N
Anti-Poverty	N
Legal	N

Additional Information

Appendix 1: RNLI Lifeguard service monitoring report Hastings 2019

Officer to Contact

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Lifeguards

**Lifeguard Service Monitoring Report 2019
Hastings Borough Council**

Contents

1. Summary
2. Service Levels 2019
3. Key Performance Indicators
4. Incident Reporting Data 2019
5. Comparative Statistics 2017 – 2019
6. Beach Education
7. 2020 Recommendations
8. Report Appendix

1. Summary

This report outlines the provision of RNLI Lifeguard services on behalf of Hastings Borough Council, East Sussex.

This has been the second year that the RNLI has provided a lifeguard service in Hastings Pelham, Hastings Pier and Marina St. Leonards for Hastings Borough Council (HBC). The management team that has provided the service on behalf of HBC consists of: Glen Mallen (Lifesaving Manager – South East), Joseph Mitchell (Area Lifesaving Manager), Isabel Dorman (Lead Lifeguard Supervisor [LLGS]), Dominic Richard (LGS), Hugh Richardson (LGS) & Sophie Driver (LOA). Technical support and maintenance has been provided by Louis McCarthy, Ryan Field, Paul Higgs & Richard Staff. Press / Media support was provided by Paul Dunt.

The RNLI provided induction training for all seasonal lifeguards and ran two induction programmes accommodating for main season and peak season lifeguards. The induction training programmes consist of;

- RNLI Casualty Care for Lifeguards course. An advanced first aid course including oxygen therapy, defibrillator training, and basic drug administration. Approved and endorsed by the British Paramedic Association.
- RNLI Lifeguard Induction course which includes; safety and well-being training, PPE, manual handling training and public interaction skills.
- RYA SRC VHF radio operator.
- Equipment Operator training for Rescue Water Craft (RWC), All-Terrain Vehicle (ATV) and Four Wheel Drive (4WD).
- Familiarisation and training with other SAR organisations (HM Coastguard, RNLI Lifeboats, South East Coast Ambulance service) and extensive local familiarisation scenarios on the beaches.
- Hastings Volunteer Ambassador training.
- Specified beaches have an appointed Senior Lifeguard who undergoes further operational command and operation leadership training.

In addition to the induction training, all lifeguards attended ongoing weekly training, attending at least one hour of paid lifeguard training each week. These training sessions are split into four categories; Team Building; Casualty Care; Lifeguard Skills & Fitness Testing. These roll on a 4 weekly basis to ensure that training is varied and relevant to all the skills needed to work on the beach.

All RNLI Lifeguard units were declared to HMCG Solent on a daily basis. The Lifeguard Supervisors declared manning levels, equipment, and standard hours of operation each day. All of the beach lifeguard units were tasked by HMCG Solent on multiple occasions throughout the season. A full breakdown of operational statistics can be seen later in this report.



The introduction of a search and rescue helicopter service at Lydd has increased the likelihood of the Lifeguards using the SAR helicopter during operations. The RNLI and Bristow's conducted joint training in preparation. The RNLI were granted permission by RDC to conduct an exercise within the Camber area.

As part our wider commitment to improve beach safety within the East Sussex area, we have set up our ambassadors programme in which we have Lifeguards volunteer to attend events & schools/ colleges to assist in both recruitment and education.

In addition to the lifeguard service provision and education programme, the RNLI management team have been working closely with local clubs and reviewed all risk assessments for lifeguarded beaches in Hastings and Rother.



2. Service Levels 2019 – Hastings

Area	Beach Name	Main Start	No. LGs	FT/ or W/E Only	Peak Stat	No. LGs	Peak Finish	Main Finish
	Hastings Pelham	25-May	3	W/E Only	06-Jul	3	29-Sep	
	Hastings Pier	25-May	2	W/E Only	06-Jul	2	29-Sep	
	Marina St Leonards	25-May	3	W/E Only	06-Jul	3	29-Sep	

3. Key Performance Indicators

Carry out a Risk Assessment to identify hazards and determine a series of control measures to militate against the 'risk'.	Not Achieved	Achieved	Exceeded
		x	

These control measures to include where appropriate: provision of public education; safety literature; information and warning signs; zoning; barriers; trained surveillance; first aid; lifeguards (inc. lost children service); and, appropriate equipment.	Full risk audit reviews on all operational beaches with full beach safety assessments to be completed and up to date in 2019.		
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Provide a beach safety and rescue service covering a period defined in the Risk Assessment, normally from May to September but which may be reduced or extended either way by agreement with LA based on the Risk Assessment.	Not Achieved	Achieved	Exceeded
		x	
	Service provided across the area as described in services agreement.		

Provide a beach safety and rescue service on the beaches covering a series of Operational Areas (Beach, Normal and Extended) as agreed with the LA	Not Achieved	Achieved	Exceeded
		x	
	Operational areas as agreed and amended in consultation with stakeholders.		

Provide a beach safety and rescue service in accordance with the Local Operating Procedures	Not Achieved	Achieved	Exceeded
		x	
	Local operating procedures created, reviewed and updated, copies of which have been made available. Any adjustments reported through end of season report and meetings.		

Ensure the service is provided in accordance with the criteria to comply with the European Blue Flag and/or Seaside Award standards where necessary.	Not Achieved	Achieved	Exceeded
		x	
	Lifeguard service provided at agreed designated locations.		

Complete incident reports, daily logs and staffing level records on a daily basis to be made available to the LA on request and	Not Achieved	Achieved	Exceeded
		x	

included in an annual report to the LA.	Achieved. No information requested but provided within this report.		
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Observe the provisions of the LA's Health and Safety at Work Policy and Safety Working Practices together with the best practice lifeguarding principles ("Safety on British Beaches") wherever appropriate.	Not Achieved	Achieved	Exceeded
		x	
	Achieved. No information requested.		

Ensure lifeguards observe high standards of courtesy and consideration towards members of the public at all times.	Not Achieved	Achieved	Exceeded
		x	
	No complaints received.		

Inform the LA's appropriate officer responsible for environmental services regarding any beach cleaning requirements or pollution incidents.	Not Achieved	Achieved	Exceeded
		x	
	Incidents reported in timely manner.		

Ensure that so far as reasonable all public relations, incident data, publicity and media releases are agreed between the parties beforehand.	Not Achieved	Achieved	Exceeded
		x	
	Achieved.		

Recognise the Local Authority on all signs	Not Achieved	Achieved	Exceeded
		x	
	Recommendations have been made and working with LA to implement		

Keep the lifeguarding service fully insured for public liability and employers liability risks as appropriate to a minimum cover in each case of £20 million for any one claim.	Not Achieved	Achieved	Exceeded
		x	
	Achieved.		

3. Incident reporting data 2019

Lifeguard End of Season Report 2019

LIFEGUARD UNIT	INCIDENTS									
	Lives Saved	Rescued	Assisted	Casualty Care (Major)	Minor First Aid	Search	Near Miss	Other	Missing/Found	Total
Marina	2	4	9	0	9	0	0	1	1	26
Hastings Pier	1	0	4	1	5	0	0	0	4	15
Pelham	0	2	1	4	10	0	1	0	8	26
TOTAL FOR THE YEAR:	3	6	14	5	24	0	1	1	13	67

	PEOPLE AIDED									
	Lives Saved	Rescued	Assisted	Casualty Care (Major)	Minor First Aid	Search	Near Miss	Other	Missing/Found	Total
LIFEGUARD UNIT										
Marina	3	5	10	0	9	0	0	1	1	29
Hastings Pier	1	0	5	1	3	0	0	0	4	14
Pelham	0	2	1	4	10	0	1	0	20	38
TOTAL FOR THE YEAR:	4	7	16	5	22	0	1	1	25	81

Preventative Actions 2019

	Face 2 Face	PA/Tannoy	Signs/Flags	Move Signs and Flags	Other P/A	Total
LIFEGUARD UNIT						
Marina	2,377	15	1,430	769	630	5,221
Pier	2,065	15	1,367	693	274	4,414
Pelham	1,915	25	1,490	687	478	4,595
TOTAL FOR THE YEAR:	6,357	55	4,287	2,149	1,382	14,230

Beach Visitors 2019

	Beach Users	In-water	Surf/Craft	Total
LIFEGUARD UNIT				
Marina	7,091	1,435	282	8,808
Pier	16,585	1,013	257	17,855
Pelham	18,770	1,797	262	20,829
TOTAL FOR THE YEAR:	42,446	4,245	801	47,492

4. Comparative statistics

NUMBER OF INCIDENTS	Lives Saved	Rescued	Assisted	Major FA	Minor FA	Search	Near Miss	Other	Missing/Found	Total
2019 TOTAL	3	6	14	5	24	0	1	1	13	67
2018 TOTAL										83
2017 TOTAL	0	1	7	6	49	0	1	8	3	75

NUMBER OF PEOPLE AIDED	Lives Saved	Rescued	Assisted	Major FA	Minor FA	Search	Near Miss	Other	Missing/Found	Total
2019 TOTAL	4	7	16	5	22	0	1	1	25	81
2018 TOTAL	0	2	15	4	55	0	0	0	9	85
2017 TOTAL	0	1	8	6	49	0	3	19	3	89

	People Aided	Beach Population Recorded (Total)				People aided per 100 people (%)
PROVISIONAL 2019 TOTAL*	81	42446	4245	801	47492	0.17
2018 TOTAL	85	45240	6564	881	52685	0.16
2017 TOTAL	89	14703	1983	374	17060	0.52

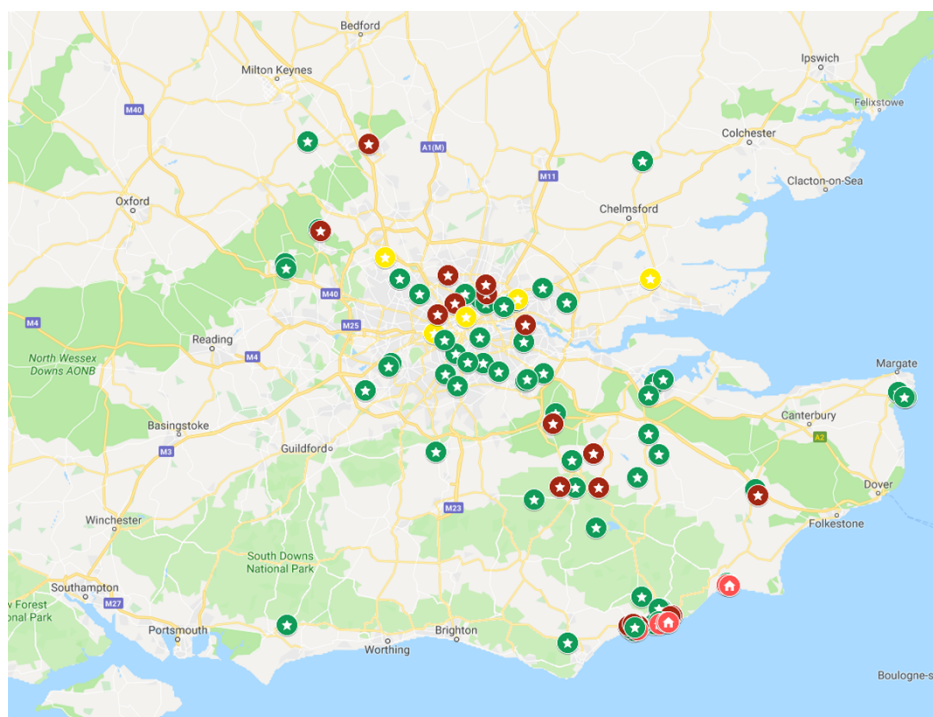
NUMBER OF PREVENTATIVE ACTIONS	Face 2 Face	PA/Tannoy	Signs/Flags	Move Signs and Flags	Other P/A	Total
PROVISIONAL 2019 TOTAL*	6357	55	4287	2149	1382	14230
2018 TOTAL	12785	132	7353	3848	768	24886
2017 TOTAL	1924	23	424	(Stats not available)	55	2426

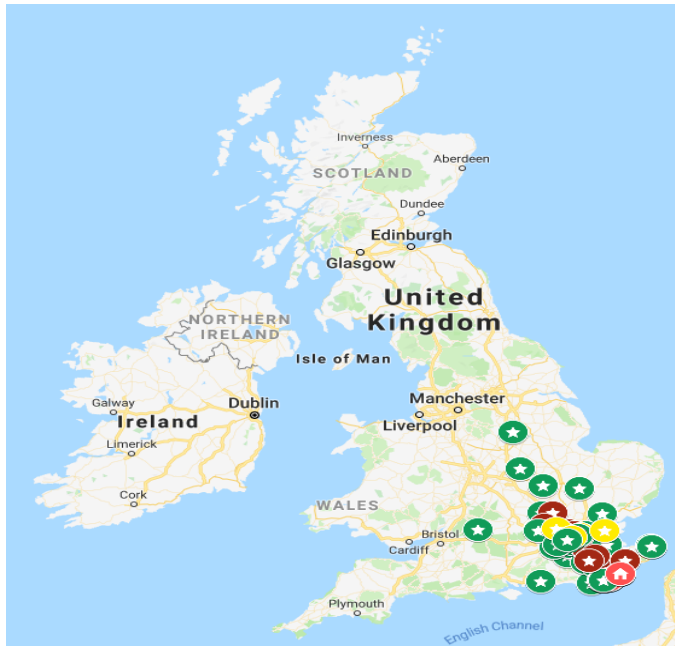
Over the last 3 years we have experienced a steady rise in visitor numbers reported on the beaches in East Sussex. The increase in preventative action and incidents on the beach are largely due to the increased beach user numbers and outstanding weather. There was a spike in numbers during 2018 due to exceptionally good weather and the Red Arrows flying during the Air Show. This should be noted when reviewing the comparative statistics for incidents and face-2-face preventative actions.

Beach users were mapped to gain an insight into where the majority of people were travelling from. The majority of people using Rother and Hastings coastline reside in London.

The RNLI are looking at potential toolkits for Lifeguards to overcome any language barriers. There was an apparent increase in inflatable toys causing incidents on the beaches in 2019. This message will be reinforced during schools education talks. The furthest incident afield was a missing person from California and a minor first aid from Norway.

This year, following the incident involving Calypso Kayaks down by Hastings Pier, we extended our lifeguard patrol zone to encompass the Pier. Although our safe bathing area didn't change, we regularly sent lifeguards on foot patrols down to the Pier to monitor beach users.





5. Meet The Lifeguards

Now that the lifeguard service is firmly established in the area we are looking at providing education locally to schools and clubs. The target audience is Key Stage 2 where the individuals are beginning to visit places without the guidance from their parents. Therefore more likely to unknowingly expose themselves to risk.



It is our intention to set up the meet the lifeguard programme which fits in the national curriculum and does not cost the schools to provide. Lifeguards also already conduct talks on an ad hoc basis to groups who used the beach if conditions allowed. This year we have attended 5 talks in local schools in addition to the ad-hoc ones conducted on the beach.

Each of the talks followed the following topics:

1. Introduction
2. RNLI
3. Lifeguard Introduction
4. Flag System
5. Sun Safety
6. Inflatable Use
7. RIP Currents
8. Tides
9. Coastal Erosion
10. How to get help
11. Hastings and Rother Coastal Codes & Signs
12. Lifeguard Equipment

- 13. Summary
- 14. Questions.

6. 2019 Recommendations

RNLI Lifeguards make the following recommendations for approval by Hastings BC, in preparation for the 2020 season:

- i. Review revised service levels as proposed by RNLI (outlined below and as per end of season meeting / correspondence).

2020 Proposed season dates and manning levels:

	Beach Name	Main start	No LG's	Peak start	No LG's	Peak Finish	Main Finish
Area	Hastings Pelham	23.05.20	3	11.07.20	3	06.09.20	27.09.20
	Hastings Pier	23.05.20	2	11.07.20	2	06.09.20	27.09.20
	Marina St Leonards	23.05.20	3	11.07.20	3	06.09.20	27.09.20

Weekends / bank holidays.

Due to increasing beach populations staffing numbers are constantly reviewed to ensure adequate supervision of the water. Beaches have the potential of some up staffing, at the expense of the RNLI, which is being monitored.

- ii. RNLI to continue to provide Meet the Lifeguards beach education campaign in 2019 and take on full administrative responsibility.
- iii. Continued partnership working to review RNLI signage and PRE recommendations and implement as agreed.

Report Appendix

Definitions of search and rescue criteria

Rescue – where a lifeguard responds to a person at risk, and physically returns them to shore or transfers them to another craft.

Major First Aid – where a lifeguard treats a patient who is at risk due to sickness or injury, and has called in external assistance.

Assistance – where a lifeguard aids a person in the sea who is at little risk, but if left, would be at risk later.

Search – an organised search with other SAR units for a missing person either at sea or on land – includes body recovery

Near Miss – any occurrence where a person might have been injured by watercraft i.e. powered or otherwise

Life Saved – if the lifeguard had not intervened, life would have been lost.

Preventative Action (PA) – an action conducted by the lifeguard team to prevent persons coming into contact with harm including; PA announcement, moving flags, displaying safety signage, educating beach users.

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Agenda Item 8



Report To: Charity Committee

Date of Meeting: 16th March 2020

Report Title: Coastal Users' Group update

Report By: Victoria Conheady, Assistant Director Regeneration and Culture

Key Decision: Key

Classification: Open

Purpose of Report

1. To update on recent discussions with the Coastal Users' Group and budget recommendations/implications.
2. To update on need for a dedicated resource to support the group.

Recommendation(s)

1. Approve the creation of a part time (0.3 FTE) Coastal Users Group liaison officer, at a cost of up to £12,000 pa
2. Approve the changing of the group into two parts:
 - a) a smaller core group focussed on the Hastings and St Leonards Foreshore Charitable business as advisory group (as outlined within the constitution)
 - b) a wider group focussed on the wider seafront issues.
3. That the charity committee note the business plan will be presented at the June committee.

Reasons for Recommendations

1. After considerable discussion with representatives of the Coastal Users Group (CUG), a workable way forward to ensure a healthier working relationship with the Hastings and St Leonards Charitable Foreshore Trust has been proposed, which necessitates a more focused advisory group on FST matters, but still maintain a larger seafront/coastal users' group.
2. Through discussion with the coastal users' group representatives, the shrinking officer resource and analysis of future FST workload the need for a dedicated resource to support partnership working between the CUG and the FST has been identified, subject to agreement by the full Coastal Users' Group, which meets on Tuesday 10th March.
3. Given that the above role's workload fluctuates throughout the year, we propose to include 1.5 days a week working with the Coastal Users' Group (CUG) with the proposed FST programme compliance and support officer, if possible. It is also likely that the programme

compliance and support officer workload may also fluctuate throughout the year dependent on the grant programme cycles, and therefore we need only create a 0.8 FTE post.

Background

Coastal Users Group

1. In addition to its long-standing role as providing a forum for beach/sea users to meet with the council, CUG fulfils a statutory purpose in respect of the FST, as set out in its constitution, excerpt below:

Matters for consultation with the Advisory group:

- a) *The standards or specifications for the maintenance of the charity's land*
 - b) *The charity's policy relating to the activities and events arranged or permitted on the charity's land; and the arrangement or permitting of any activity or event on the charity's land which is outside the charity's policy*
 - c) *The charity's policy relating to the exercise of any power under the Hastings Borough Council Act 1988 or otherwise to manage, let sell or otherwise dispose of the charity's property.*
 - d) *The Exercise, other than in accordance with its established policies, of any power under the Hastings Borough Act 1988 or otherwise manage, let sell or otherwise dispose of the charity's property.*
2. The last CUG annual general meeting (AGM) took place on 3rd December 2019. The then chair, Paul Carter, officially stood down at this meeting. There were no nominations for the position of chair and vice chair prior to, or at the AGM. In the absence of such nominations, the AGM was adjourned, and an informal discussion on current issues and how the group may go forward took place. This was in part due to the relationship between the CUG and the FST becoming strained in some respects in recent times.
 3. CUG identified the following concerns:
 - a) Process of advice and recommendations given to the FST by the CUG and feedback related to their comments has not been satisfactory and has led to significant frustrations within the CUG
 - b) The timings of release of paperwork for scrutiny by CUG prior to meetings mean that they are unable to fully review the papers, and therefore limits their ability to fulfil their statutory duties to the FST
 4. CUG expressed that the relationship between the FST and themselves as advisory body could be much more productive, but a coordinator/liaison officer would be needed to work between the council and trustees.
 5. It was agreed that some of the CUG members would meet with HBC officers and chair of the Charity Committee to identify a way forward, and three CUG members volunteered. This meeting took place on 22nd January 2020.

6. The three CUG members confirmed that they, and the rest of CUG, are keen to continue the work of the group on a long-term basis and it was confirmed that the Foreshore Trust also wants to keep CUG as its advisory group.

Liaison Officer Post

7. As identified in paragraph 4, it has been suggested that a liaison officer post be created to ensure that communication and feedback between the CUG and the FST are as open and productive as possible, in between and following on from the quarterly meetings.
8. CUG members reiterated at the meeting that without this dedicated resource, they could not see how they could continue in the advisory function for the FST.
9. After some discussions, officers and the chair of the charity committee agree that, assuming sufficient financial resources are available over the long term, this post should be created.
10. This post would need to be solely focused on FST matters, for example: managing liaison and consultation with the CUG on the FST business plan. It would not have sufficient capacity to manage communications on a wider basis around, for example, relating to highway/pavement conditions on non FST land.
11. A programme support and compliance officer post is being provided to monitor the grant giving aspect of the FST's work; currently 2.5 days/week. Officers propose, due to the likely fluctuating workload of each post, we expand this role to 4 days/week, using the additional time to fulfil the liaison officer role identified by CUG.
12. This would be subject to a suitable job description and person specification drawn up, and HR advice sought as to whether one person might reasonably be able to undertake the role.

Future composition / governance

13. In order to focus the work of the proposed CUG liaison officer, it is suggested that a smaller group be set up to deal with any FST issues that arise in between meetings and the current group will stay as it is, focussing on non FST items (i.e. as it used to be before HBC became the sole trustee of the FST).
14. Meetings of both groups could be held on the same day if needed, with the start of one and the end of the other contiguous. Any CUG member could attend the smaller meeting if they wanted to (i.e. it would not be exclusive), however this would need to be allowed on prior agreement of the chair.
15. It is recognised that some members of CUG might not understand its full role. A training session could be held in June to explain the process.

Next round of meetings

- 16. The next CUG meeting is scheduled for 10th March. It is proposed that this paper is presented there, prior to the Charity Committee meeting on 16th March, and the outcome of that meeting reported verbally to Charity Committee at its 16th March meeting.
- 17. It is proposed that between the March and June CUG meetings nominations for a smaller group be held to ensure that the beginning of the new system commences in June.
- 18. It is the intention that we endeavour to appoint a liaison officer in time for the June meeting, but both parties acknowledge we are entering into a transition period which may take some months to settle into a normal working pattern.

Business Plan

- 19. Due to the ongoing discussions, the business plan will be presented at the June committee meeting instead of March, and therefore it is hoped that this role will be in situ to ensure thorough discussion with the ‘focused’ CUG.

20. **Timetable of Next Steps**

Please include a list of key actions and the scheduled dates for these:

Action	Key milestone	Due date (provisional)	Responsible
Coastal Users Group Steering Group meeting	Agree scope of work and job description	19 th February	Kevin Boorman
Coastal Users’ Group meeting	Recommendation report presented	10 th March	Kevin Boorman
Charity Committee meeting	Recommendation report presented	16 th March	Victoria Conheady

Wards Affected

Castle, Central St. Leonards, Old Hastings, West St. Leonards

Policy Implications

Reading Ease Score: 45.7

Have you used relevant project tools?: Y/N

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness Y

Crime and Fear of Crime (Section 17)	
Risk Management	Y
Environmental Issues & Climate Change	
Economic/Financial Implications	Y
Human Rights Act	
Organisational Consequences	Y
Local People's Views	Y
Anti-Poverty	
Legal	Y

Additional Information

Insert a list of appendices and/or additional documents. Report writers are encouraged to use links to existing information, rather than appending large documents.

Officer to Contact

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Agenda Item 9



Report To: Charity Committee
Date of Meeting: 16th March 2020
Report Title: Electric Bike Trial Project
Report By: Victoria Conheady, Assistant Director Regeneration and Culture
Key Decision: Key
Classification: Open

Purpose of Report

1. To request the use of the electric bikes from the Seaside Cycle Hire for a short-term trial which encourages local work-related journeys, encouraging the switch from car to electric bike.
2. This proposed trial is aimed at council staff and would rely on additional use of the bikes when the Cycle Hut is closed or possibility at off-peak times. If the trial is successful, then there is potential to investigate external funding for a more permanent scheme.

Recommendation(s)

1. That the electric bikes are used for a trial period without impacting on the agreed Seaside Cycle Hire provision.

Reasons for Recommendations

To trial the use of electric bikes as an alternative mode of transport for local work-related use. If this short-term trial is a success, there is potential for it to be expanded and made more permanent. Possible long-term benefits include healthier and more efficient local work force and a more environmentally friendly mode of local transport.

Introduction

Background

1. The Seafront Cycle Hire is funded by the Foreshore Trust and operated by Active Hastings. The service includes 23 bikes available to hire, 6 of which are electric.
2. In 2020 the service will open during the Easter and May school holidays and throughout the summer holidays. The service will also be open for selected days during the year, such as the Cycle Festival and Sea Food and Wine Festival. The Active Hastings team are currently working with more partners to further improve promotion.
3. The timetable is reviewed annually to ensure opening times respond to demand. The service aims to maximise resources by being flexible where possible to capitalise on opportunities. Such as increasing the number of language school bookings as an example.

Proposal

4. The project aims to encourage more council workers to cycle to local meetings. The trial period will enable us to gather insight regarding the potential benefits, including:
 - Promotion of healthy lifestyles amongst council workers
 - A more environmentally friendly way to travel for those switching from car and taxi use
 - Efficiencies regarding lower vehicle running costs, reduction in staff sickness and travel time during peak traffic.
5. The proposal requires borrowing electric bikes from the Seafront Cycle Hire to make them available to council staff at Muriel Matters for local work-related journeys.
6. The trial will rely on borrowing a number of electric bikes, depending on demand and logistics, at key times when the Seafront Cycle and Deckchair service is closed. We propose to begin the trial using a single bike. The bikes will be kept securely. Existing locks and helmets will be made available to staff. Bike use will be risk assessed and insured.
7. The bike/s will be made available on weekdays from April to October with the exception of school holidays and a handful of special events.
8. The bikes will be prioritised for the Seafront Cycle Hire service at all times. And only used for the purposes of the trial when there is no conflict.

The trial will be reviewed and evaluated during December. A case study will be drafted as part of the project evaluation. If successful, then there is the possibility of exploring further opportunities perhaps to broaden the offer to other partners and residents. Cycle to Work and eCargo Bike Grant Fund are examples of schemes which contribute towards sustainable transport.

Timetable of Next Steps

9. Please include a list of key actions and the scheduled dates for these:

Action	Key milestone	Due date (provisional)	Responsible
Documentation finalised (risk assessments, insurance etc)		February	Active Hastings
Commence trial		April	Active Hastings
Evaluation		December	Active Hastings

Wards Affected

All

Policy Implications

Reading Ease Score: 49.3

Have you used relevant project tools?: Y/N

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	Y
Crime and Fear of Crime (Section 17)	
Risk Management	Y
Environmental Issues & Climate Change	
Economic/Financial Implications	Y
Human Rights Act	
Organisational Consequences	Y
Local People's Views	Y
Anti-Poverty	
Legal	Y

Additional Information

Insert a list of appendices and/or additional documents. Report writers are encouraged to use links to existing information, rather than appending large documents.

Officer to Contact

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Agenda Item 10



Report to: Charity Committee

Date of Meeting: 16th March 2020

Report Title: Appointment of Protector

Report By: Chris Barkshire-Jones Chief Legal Officer and Monitoring Officer

Purpose of Report

To appoint a Protector to the Hastings and St Leonards Foreshore Charitable Trust which is necessary under The Scheme dated 13 January 2011 authorised by the Charity Commission for England and Wales.

Recommendation(s)

- 1. To appoint James Cook with effect from 20 March 2020 for a period of three years.**

Reasons for Recommendations

On 13 January 2011, the Charity Commission for England and Wales approved Hastings Borough Council as trustee for the Hastings and St Leonards Foreshore Charitable Trust. The scheme required that the trustee must appoint a Protector of the charity “whose fiduciary duty will be to ensure the integrity of the administration of the charity, and who must report to the Charity Commission any matter which he has reasonable cause to believe is likely to be relevant for the purposes of the exercise by the Commission of any of its functions”.

Introduction

1. The Council became Trustee of the Hastings and St Leonards Foreshore Charitable Trust by virtue of a Scheme dated 13 January 2011.
2. The Scheme states that the Trustee “must appoint a Protector of the charity, whose fiduciary duty will be to ensure the integrity of the administration of the charity, and who must report to the Commission any matter which he has reasonable cause to believe is likely to be relevant for the purposes of the exercise by the Commission of its functions”
3. The Protector must in each year prepare a statement of the or her activities and findings for publication by the trustee in its Trustee Annual Report.
4. The Protector must be a person who holds a qualification awarded by a member of the Consultative Committee of Accountancy Bodies.
5. Any vacancy in the office of Protector must be advertised by the Trustee.
6. The Protector must be appointed in writing for a maximum term of three years. The Protector may serve an unlimited number of terms.
7. Christopher May was appointed as the Trust’s first Protector in March 2011. He has served three terms his current appointment coming to an end on 19 March 2020.

Currently

8. Charity Committee gave delegated authority for the Chief Legal Officer to advertise the post December 2019. This was done in January 2020 both on the Council’s website and in the voluntary section ‘work wanted’ of the Institute of Chartered Accountants. There was no cost for this service.
9. The Council have received two expressions of interest. Interviews were carried out on the 20th February 2020. The Charity Committee carried out the interviews.
10. After assessing the performance of the two candidates it was agreed that James Cook be recommended for appointment of Protector of the Trust from 1st April 2020 for a period of three years.

Timetable of Next Steps

11. Please include a list of key actions and the scheduled dates for these:

Action	Key milestone	Due date (provisional)	Responsible
Protector appointment	Protector appointment	20 March 2020	Charity Committee

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Wards Affected

Insert the list of wards affected

Implications

Relevant project tools applied? No

Have you checked this report for plain English and readability? Yes

Climate change implications considered? No

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness

Crime and Fear of Crime (Section 17)

Risk Management

Environmental Issues

Economic/Financial Implications

Human Rights Act

Organisational Consequences

Local People's Views

Anti-Poverty

Additional Information

References were taken and approved

Officer to Contact

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Agenda Item 11



Report to: Charity Committee

Date of Meeting: 16 March 2020

Report Title: Foreshore Trust 2020/21 Budget and Finance Report

Report By: Peter Grace, Assistant Director of Financial Services and Revenues (Chief Finance Officer)

Purpose of Report

To advise members of the Committee on the current year's financial position (2019/20) and to determine the budget for 2020/21.

Recommendation(s)

1. To agree the current financial position for 2019/20.
2. The allocation of general grants for 2020/21 be set at £60,000 and event grants at £30,000.
3. Approve the proposed expenditure funded from Reserve – albeit further approval to proceed will be required for a few schemes (marked with an *).
4. Approve the budget for 2020/21.
5. Financial monitoring reports continue to be presented to each meeting of the Charity Committee.
6. No increase in car parking charges for 2020/21

Reasons for Recommendations

The Council has the responsibility for the proper management of the financial affairs of the Trust. In doing so it complies with Accounting Codes of Practice and the high standards required for the accounting of Public money.

A deficit slightly above budget expectations is anticipated for 2019/20 in respect of operating income and expenses. Once grant and project costs are taken into account a deficit of £203,000 is anticipated against a budgeted deficit of £197,000.

Introduction

1. The Foreshore Trust derives its income mainly from car parking and property leases/licences, the former income stream being quite variable. It is worth emphasising that these are estimates and that the main income sources are very reliant on tourism and the visitor economy: This may be adversely impacted due to the ongoing concerns over the spread of the coronavirus.
2. Appendix 1 attached provides details of the budget for 2019/20 as agreed at the March 2019 meeting of the committee. In summary, the operating surplus for 2019/20 was budgeted at £181,000 and is now forecast at £164,000 – a reduction of £17,000.
3. The budget for 2020/21 is presented at the March meeting of the Committee prior to the start of the new financial year which runs 1 April to 31 March.

Financial Position 2019/20

4. The budget agreed in March 2019 identified budgeted income at £1,477,000 and expenditure at £1,296,000. The budgeted surplus for the year being £181,000 after direct governance costs, but before distribution of grants, capital charges and before use of Reserves.
5. Income is currently projected to be less than budget. The amount of car parking income anticipated is now £68,000 less than budgeted which is indicative of fewer visitors to the area as a result of the adverse weather and concerns over the potential impact of coronavirus. Rental income and Investment income remain on budget.
6. Expenditure is expected to be £51,000 under budget. This is due to lower maintenance expenditure (£12,000) which is now expected to be spent in 2020/21 and an anticipated underspend of £39,000 on charitable activities. There is therefore no variance forecast on grant expenditure.
7. The combination of the expected reduction in income and decrease in expenditure will give rise to a net £17,000 decrease in the anticipated operating surplus at the year end. This is now forecast to be £164,000.
8. Project expenditure is forecast to be £11,000 underspent at the year end. This is due to the deferral surfacing works (£11,000) to 2020/21.
9. The combination of the above underspends and reduced income results in an increase to the forecast deficit for the year of £6,000 – the amount to be met from Reserves increasing from £197,000 to £203,000.

Budget 2020/21

10. The budget for 2020/21 is shown in the right hand column of Appendix 1 and again in the indicative Forward Plan on Appendix 3. The business plan changes within Appendix 2 have been incorporated into the 2020/21 budget.
11. The budget has been reviewed to allow for increases in expected income and expenditure e.g. contractual costs/ wage inflation.

12. The budgeted income figures include car park income. - these are included on the basis that there are no changes proposed to the charges agreed in March 2019. The recommendation is that charges are not increased for 2020/21.

Business Plan

13. Appendix 2 details the planned expenditure on projects over a 6 year period. This is split between cyclical repairs and redecorations and the main programme projects.
14. A comprehensive review of future cyclical repairs and redecorations has been undertaken identifying the pattern and timing of planned expenditure in the future. This has enabled the identification of future spending requirements with more clarity and would enable the Trust to continue to run budget deficits in future years. The impact would be the spending of funds held in reserves that are above the minimum required level of £900,000 currently identified as being necessary.
15. The monitoring report (Appendix 1) highlights that in 2019/20 much of the expenditure has yet to occur, or will not occur in the year e.g. £12,000 set aside for operating and maintenance of the water play/fountain installation.
16. Within the main projects programme several projects are delayed, increasing the chances of the project slipping from this financial year into 2021/22. Part of the White Rock Fountain and Public Art Project budgets will be carried forward into 2020/21.

Indicative Forward Plan

17. The indicative forward plan has been provided for information (Appendix 3). This identifies projected cash balances for future years and hence affordability of current initiatives and commitments. Based upon projections the current business plan remains affordable.

Reserves

18. The total effective cash balances of the Trust at the 31 March 2019 amounted to £1.45m after providing for the outstanding settlement to Hastings Borough Council for amounts owed for 2017/18.
19. With the current business plan, the revised cash balances for future years are estimated as follows :-
- £1.48m as at 31st March 2020,
 - £1.48m as at 31st March 2021,
 - £1.54m as at 31st March 2022,
 - £1.58m as at 31st March 2023,
 - £1.65m as at 31st March 2024
20. The reserves policy agreed on 23rd September 2019 identifies £900,000 as the suitable level to maintain given the potential risks to the Trust. This figure will be reviewed in conjunction with a revised risk register and the maintenance and repair schedules.
21. Work has been undertaken to identify the areas where the Trust will incur significant maintenance and replacement costs in future years e.g. toilet

refurbishments, resurfacing of car parks, play equipment. The update of the Repairs and Renewals programme has been necessary to identify the ongoing levels of reserves required to ensure the assets of the Trust can be maintained at the appropriate level within the financial constraints of the Trust. However there are still some areas where significant expenditure may be required but which remain unquantified e.g. future repair and refurbishment costs of the old white Rock baths building.

Additional Information

Appendix 1 - Financial Monitoring Report
Appendix 2 - Business Plan - Financial Summary
Appendix 3 - Indicative Forward Plan

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Actual expenditure to Feb 19 2020

SUMMARY - MONITORING REPORT	Outturn 2018-19	Budget 2019-20	YTD Actual 2019-20	Estimate to end of year	Revised Estimate / Forecast Outturn 2019-20	Variance to Budget	Estimated Budget 2020-21
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Incoming Resources							
Investment Income	(8)	(5)	(3)	(2)	(5)	0	(5)
Incoming resources from Charitable activities	(1,126)	(1,235)	(1,048)	(119)	(1,167)	68	(1,176)
Rental income	(274)	(237)	(209)	(28)	(237)	0	(237)
Total incoming resources	(1,408)	(1,477)	(1,260)	(149)	(1,409)	68	(1,418)
Resources Expended							
Loan repayments	33	33	0	33	33	0	33
Charitable Activities* (excluding Capital charges)	856	970	383	560	943	(27)	946
Maintenance projects and cyclical repairs	56	173	13	136	149	(24)	133
Governance costs	101	120	46	74	120	0	120
Total resources expended	1,046	1,296	442	803	1,245	(51)	1,232
Total Operating (Surplus)/Deficit	(362)	(181)	(818)	654	(164)	17	(186)
General Grants	60	60	38	22	60	(0)	60
Events Grants	23	37	22	15	37	0	30
Projects**	45	281	0	232	270	(11)	97
(Surplus)/Deficit	(234)	197	(758)	922	203	6	1
Foreshore Trust Balances (Projections)							
Total Funds (cash) brought forward	1,445	1,679			1,679		1,476
Total funds carried forward	1,679	1,482			1,476		1,476

*Mainly parking income

** See main Business Plan

Foreshore Trust Spending		Foreshore Trust Spending Plan		2019-2020	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Total
Cost centre	PROPERTY	DESCRIPTION OF WORK	ESTIMATE	REVISED ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE 2019- 2024
			£		£	£	£	£			£
20156B1100 / 5290B020	White Rock Baths - Lower Basement	Sewage tank and pump set - maintenance	500	500	500	500	500	500	500	500	3,000
20156B1100 / 5290B020	White Rock Baths - Lower Basement	Sewage tank pump set & controls - replacement	0	0	0	4,000	0	0	0	0	4,000
20156B1100 / 5290B020	White Rock Baths - Main and Small Hall Level	Further protection of interior spaces from water ingress with use of plastic sheeting at high level and internal guttering where new ingress occurs.	5,000	5,000	0	5,000	0	5,000	0	0	15,000
20156B1100 / 5290B020	White Rock Baths - Prom Entrance Superstructure.	2 no. roof level vent terminals to lower basement - replacement of old plywood and timber boxings with louvred metal replacements.	12,000	0	12,000	0	0	0	0	0	12,000
20156B1100 / 5290B020	White Rock Baths - Promenade Level	Main central entrance superstructure and lightwell upper and lower walls - external redecorations (Inc. White Rock Community Hub frontage)	15,000	15,000	0	0	15,000	0	0	0	30,000
20156B1100 / 5290B020	White Rock Beach Chalets	Timber walls - external redecoration	5,000	5,000	0	0	5,000	0	0	0	10,000
20156B1100 / 5290B020	White Rock Promenade - Timber Kiosk Decking	Timber decking and ramps around kiosk -minor repairs	0	0	0	500	0	500	0	0	1,000
20156B1100 / 5290B020	White Rock Promenade (FST owned area only)	Timber seating, benches, waste bins, & planters - repairs and maintenance.	500	500	500	500	500	500	500	0	2,500
20156B1100 / 5290B020	White Rock Promenade Kiosk	Maintenance	0	0	3,000	0	0	0	0	0	3,000
20156B1100 / 5290B020	Winch Road	Maintenance & lighting	2,000	2,000	2,000	2,000	2,000	2,000	2,000		10,000
Total of Cyclical Repairs and Redecorations			173,000	149,000	132,500	127,500	181,500	149,500	49,000		789,000
Projects (main programme)											
20159B1102 / 5293B022	Beachfront	New Public Art Project	50,000	50,000	25,000	0	0	0	0	0	75,000
20162B1102 / 5298B022	Footpaths around Pelham Beach Children's Playground area & Promenade area in Denmark Place.	Surfacing Works	25,000	14,000	36,000	0	0	0	0	0	50,000
20156B1100 / 5290B020	White Rock Promenade - Timber Kiosk Decking	Improvement or replacement of metal perimeter upstands to timber decking *	0	0	5,000	0	0	0	0	0	5,000
20156B1100 / 5290B020	White Rock Promenade (FST owned area only)	Rationalisation of timber seating, benches and waste bins. *	0	0		20,000	0	0	0	0	20,000
20159B1102 / 5293B022	Landscaping - adj. to boating lake		6,000	6,000	6,000	0	0	0	0	0	12,000
20159B1102 / 5298B022	White Rock Fountain	Work to enhance Coastal Communities funded 4 landscaping with fountain. Total costs £270,000 of which the Trust has approved £175,000, CCF £95,000.	175,000	175,000	0	0	0	0	0	0	175,000
20159B1102 / 5296B022	Contingency	Project Work Contingency	25,000	25,000	25,000	25,000	25,000	25,000	25,000	0	125,000
Total Projects - Main Programme			281,000	270,000	97,000	45,000	25,000	25,000	0		462,000
TOTAL PROGRAMME			454,000	419,000	229,500	172,500	206,500	174,500	49,000		1,251,000

* Approval Required

Indicative Forward Plan	Outturn	Budget	Revised	Budget	Budget	Budget	Budget
	2018-19	2019-20	Budget	2020-21	2021-22	2022-23	2023-24
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Incoming Resources							
Investment Income	(8)	(5)	(5)	(5)	(5)	(6)	(6)
Incoming resources from Charitable activities	(1,126)	(1,235)	(1,167)	(1,176)	(1,200)	(1,224)	(1,248)
Rental income	(274)	(237)	(237)	(237)	(242)	(247)	(252)
Total incoming resources	(1,408)	(1,477)	(1,409)	(1,418)	(1,446)	(1,476)	(1,505)
Resources Expended							
Loan repayments	33	33	33	33	33	33	33
Charitable Activities (excluding Capital charges)	856	970	943	946	965	984	1,003
Maintenance projects and cyclical repairs	56	173	149	133	128	182	150
Governance costs	101	120	120	120	123	125	127
Total resources expended	1,046	1,296	1,245	1,232	1,248	1,323	1,313
Total Operating (Surplus)/Deficit	(362)	(181)	(164)	(186)	(198)	(153)	(193)
Small Grants	60	60	60	60	60	60	60
Events Grants	23	37	37	30	30	30	30
Projects**	45	281	270	97	45	25	25
(Surplus)/Deficit	(234)	197	203	1	(63)	(38)	(78)
Usable current assets	1,445	1,679	1,679	1,476	1,476	1,539	1,577
Usable current assets carried forward	1,679	1,482	1,476	1,476	1,539	1,577	1,654
Minimum Reserves	900	900	900	900	900	900	900

** See main Business Plan