



Leicester
City Council

Meeting of the Culture and Neighbourhoods Scrutiny Commission

DATE: MONDAY, 4 NOVEMBER 2024

TIME: 5:30 pm

PLACE: Meeting Room G.01, Ground Floor, City Hall, 115 Charles Street, Leicester, LE1 1FZ

Members of the Committee

Councillor Dawood (Chair)

Councillor Mohammed (Vice-Chair)

Councillors Aldred, Chauhan, Halford, Haq, Joshi and Singh Johal

Members of the Committee are invited to attend the above meeting to consider the items of business listed overleaf.

For Monitoring Officer

Officer contacts:

Ed Brown and Julie Bryant (Governance Services)

Tel: 0116 454 3833, e-mail: committees@leicester.gov.uk, Edmund.Brown@leicester.gov.uk or Julie.Bryant@leicester.gov.uk

Leicester City Council, City Hall, 115 Charles Street, Leicester, LE1 1FZ

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Further information

If you have any queries about any of the above or the business to be discussed, please contact: **Ed Brown or Julie Bryant, Governance Services**) on Edmund.Brown@leicester.gov.uk or Julie.Bryant@leicester.gov.uk . Alternatively, email committees@leicester.gov.uk, or call in at City Hall.

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PUBLIC SESSION

AGENDA

Fire / Emergency Evacuation

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1. WELCOME AND APOLOGIES FOR ABSENCE

To issue a welcome to those present, and to confirm if there are any apologies for absence.

2. DECLARATIONS OF INTEREST

Members will be asked to declare any interests they may have in the business to be discussed.

3. MINUTES OF THE PREVIOUS MEETING

Appendix A

The minutes of the meeting of the Culture and Neighbourhoods Scrutiny Commission held on Thursday 22nd August 2024 have been circulated, and Members will be asked to confirm them as a correct record.

4. CHAIR'S ANNOUNCEMENTS

The Chair is invited to make any announcements as they see fit.

5. QUESTIONS, REPRESENTATIONS AND STATEMENTS OF CASE

Any questions, representations and statements of case submitted in accordance with the Council's procedures will be reported.

Ms Wakley makes the following representation:

Leicester Friends of the Earth have been discussing the council's use of chemical pesticides in the parks with officers and councillors for the past three years. After trialling a different product last year, the council returned to using glyphosate in parks this year, albeit at a lower concentration than previously used. The council's target for pesticide use in the Biodiversity Action Plan is to reduce it by 50% by 2030. We think that target is disappointingly unambitious when other local authorities have already moved away from chemical pesticides altogether. The Pesticide Action Network provide detailed information for local authorities on how to go pesticide free on their website.

The areas that are sprayed in the parks do seem to have been reduced in the last couple of years - we can no longer see any sign of spraying around tree bases in parks, for example, which is an improvement. (Tree bases on road verges are still being sprayed, sadly.) But we are still seeing signs of spraying around and within children's play areas, which is concerning when it is known that children are more vulnerable to the effects of chemical pesticides than adults. I notice this in my local park in Evington, which makes me nervous about taking my nephew there. Like all toddlers, he likes to play with the soil and I spend a lot of time carrying him away from the sprayed, dead grass around the edges of the patches of woodchip and under the fence. Many people will not recognise what this dead grass means, so they will not be able to protect their children from being exposed to the pesticide residues there.

We are concerned about the use of any chemical pesticides, and glyphosate in particular, for a number of reasons. There have been several studies linking glyphosate to cancers in people, particularly non-Hodgkin lymphoma. The research was collated in a meta-analysis published in the academic journal *Mutation Research* in 2019. Children are particularly vulnerable to the effects of pesticides, because their skin absorbs chemicals more easily and because they are more likely to be playing on the ground. The evidence for the ill-effects of glyphosate on bees and other wildlife has also been mounting over the last few years. It is now known that glyphosate harms bees' digestive systems, for example, affecting their ability to absorb food, and also damages the ability of wild bees to regulate the temperature of their colonies. When insect populations are falling so alarmingly, we do not believe we should be doing anything to make the situation worse.

Leicester has long claimed to be the UK's first environment city, but on this issue, it is clear that we are not taking the lead. In fact, we are falling far behind other towns and cities.

6. PETITIONS

Any petitions received in accordance with Council procedures will be reported.

Appendix B

7. BURIAL STRATEGY UPDATE

The Director of Neighbourhood and Environmental Services presents an annual report on the Burial Strategy Update which summarises the slide presentation appended.

8. HERITAGE PLACES FUNDING, NATIONAL LOTTERY HERITAGE FUND **Appendix C**

The Director of Tourism, Culture and Inward Investment presents a report providing an overview of the Heritage Places Programme which is funded by the National Lottery Heritage Fund.

9. LIBRARY STUDY ZONES **Appendix D**

The Director of Neighbourhood and Environmental Services submits a report giving an overview of the Study Zones initiative in libraries, in the context of the digital support provided by libraries for people living, working and studying in Leicester.

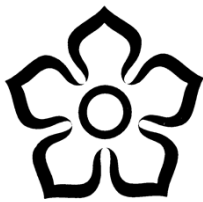
10. WARD ENGAGEMENT AND FUNDING REPORT 2023-24 **Appendix E**

The Head of Neighbourhood Services and the Area Development Manger submit a report outlining how Ward Funding was spent across the city between April 2023 and March 2024. The report seeks to provide an insight into the variety of projects and initiatives that took place in the wards, and some of those that were important to residents locally.

11. WORK PROGRAMME **Appendix F**

Members of the Commission will be asked to consider the work programme and make suggestions for additional items as it considers necessary.

12. ANY OTHER URGENT BUSINESS



Leicester
City Council

Minutes of the Meeting of the
CULTURE AND NEIGHBOURHOODS SCRUTINY COMMISSION

Held: THURSDAY, 22 AUGUST 2024 at 5:30 pm

P R E S E N T:

Councillor Mohammed - Vice Chair in the Chair

Councillor Aldred
Councillor Halford

Councillor Chauhan
Councillor Haq
Councillor Singh Johal

In Attendance

Deputy City Mayor Councillor Russell
Assistant City Mayor Councillor Dempster

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78. WELCOME AND APOLOGIES FOR ABSENCE

The Vice-Chair in the Chair welcomed those present to the meeting.
Apologies were received from Councillor Dawood and Councillor Joshi.

79. DECLARATIONS OF INTEREST

Members were asked to declare any interests they may have had in the business to be discussed.

There were no declarations of interest.

80. MINUTES OF THE PREVIOUS MEETING

It was raised that there had been inaccuracies in minutes from 2023. In the meetings of 16 August 2023 and 24 October 2023, Cllr Mohammed was not marked as present when he was. This was noted by the Commission.

AGREED:

- 1) That the minutes of the meeting of the Culture and Neighbourhoods Scrutiny Commission held on 8 July 2024 be confirmed as a correct record.
- 2) That the minutes of the meetings on 16 August 2023 and 24 October 2023 approved by the Chair be amended in the above respect to correct an inaccuracy subsequently discovered.

81. CHAIRS ANNOUNCEMENTS

None.

82. QUESTIONS, REPRESENTATIONS AND STATEMENTS OF CASE

The Monitoring Officer reported that none had been received.

83. PETITIONS

The Monitoring Officer reported that none had been received.

84. CULTURE AND CREATIVE INDUSTRY STRATEGY

The Director of Tourism, Culture and Investment submitted a report updating the current position on the draft strategy and noting how it links to other major initiatives and emerging government policy.

The Assistant City Mayor for Culture, Libraries and Community Centres introduced the item and noted that:

- Leicester had recently been identified as the fifth most creative city in the country.
- The city was strong on being enterprising in culture and creative industries.
- There was a good range of businesses and opportunities across the city.
- A growing number of organisations were receiving funding from Arts Council England. Recently representatives from Arts Council England had been at events at libraries and museums in the city. They were investing in the city as they knew it would pay dividends and they would get good value. The Council and Arts Council England worked well in partnership.
- There was always more that could be done, and the strategy was not yet complete. By bringing the strategy to scrutiny, the Commission could get a good feel for what was being done and they were given an opportunity for dialogue.

The Director of Tourism, Culture and Investment then presented the report. Key points highlighted included:

- This was a partnership initiative supported by Arts Council England and both the University of Leicester and DeMontfort University who had been involved and contributed financially.
- The strategy was aimed to be complete in the coming months.
- The number of arts and cultural organisations supported by the Arts Council had tripled in the city in the last decade and they were now an important core revenue funder.
- This was the first time in nearly a decade that a strategy was developed with partners.
- Creative industries were growing at twice the pace of the rest of the UK economy over the last decade.
- The key target for the strategy was to grow employment by 25% by 2030 which equates to roughly 4,500 jobs.
- The strategy also aimed to create hooks which could be used to bring in investment from other partners.
- In Spring 2025, the government plan to release a programme called 'Creative Clusters' an opportunity for our area to bid, especially linking university research and development with creative industry growth.

The Commission was invited to ask questions and make comments and the officers and the Assistant City Mayor for Culture, Libraries and Community Centres to respond. Key points included:

- In regard to a point made about joining up the historical and artistic attractions in Leicester to help make it a destination, it was commented that Leicester was a compact city which made it easier to walk between the main attractions. Work was being done by the Visit Leicester team to link the attractions. Universities were being worked with in terms of scope to keep families who were visiting students longer. The importance of having such information on what was available in the city was stressed.
- Further to this, information was available on the Visit Leicester website, containing itineraries for visiting the city within different lengths of time (i.e. a day or a week). These itineraries had been downloaded over 30,000 times. There was also a series of trails such as heritage trails and restaurant trails. Some were aimed at children. A guide was due to be released about the Old Town to encompass Jewry Wall, the Guildhall, the Cathedral and the King Richard III Centre. A similar package would be produced for the Cultural Quarter.
- Leicester had been nominated in the National Group Travel Awards for the second year running and had come second for the second year running. The city had a profile with the national travel industry. This showed how much progress had been made.
- It was suggested that directions between attractions could be stencilled

on pavements.

- In response to a point made about celebrating the city's industrial heritage, it was noted that there were heritage information panels next to industrial buildings that celebrated much of the city's industrial heritage. Additionally, it was aimed to tell the story of the industrial heritage of the city in the social history galleries in museums, especially with regards to the textile industry.
- In addition to this, the importance of bringing the story out to communities was stressed. It was noted that there were many relevant items in storage that lent themselves to display in venues in communities such as libraries and community centres. Collaborative work between libraries and museums had commenced. It was also noted that there were paid tours of the museum stores.
- The potential of the National Heritage Lottery Place fund programme was noted as Leicester was identified as one of nine places to benefit from additional earmarked funding which would be several million pounds. There would be a consultation over the coming months to discuss with communities what they wanted from the strategy and what was appropriate.
- Further to this, it was suggested to set up a small meeting between some of the Commission members, the Director of Tourism, Culture and Investment and the Assistant City Mayor for Culture, Libraries and Community Centres in order to inform the final report.

AGREED:

- 1) That the update be noted.
- 2) That comments made by members of this commission to be taken into account by the lead officers.
- 3) That a meeting be convened between some of the Commission members, the Director of Tourism, Culture and Investment and the Assistant City Mayor for Culture, Libraries and Community Centres in order to inform the final report.

Councillor Singh Johal joined the meeting during the discussion of this item.

85. COMMUNITY SAFETY AND ASB INFORMAL RESPONSE

The Head of Safer Communities submits a presentation providing an overview of the structure of the combined Crime and Anti-Social Behaviour Team (known as CRASBU) and Housing Anti-Social Behaviour Team (Known as HASBO) within the Community Safety Service and illustrating the performance of the team and its focus areas.

The Deputy City Mayor for Social Care, Health and Community Safety introduced the item and noted that:

- Wider Community Safety issues could be brought to a later meeting of the Commission.
- The team were thanked for their work on the response.
- The service was trauma informed and solution focused, understanding that victims and perpetrators could interchange.
- It was considered as to how complex cases could move forward.

The Service Manager for Community Safety presented the report using the slides attached with the agenda. Additional points highlighted included:

- The data had been broken down to track requests for service coming into both CRASBU and HASBO it analyse their nature and to monitor disparities between the services.
- The highest number of calls in the last Quarter were for the Housing Anti-Social Behaviour (ASB) team.
- It was explained that the 212 cases managed by the HASBO team were at the lower end of the scale, but the 55 managed but CRASBU were more complex and high-risk.
- A significant disparity between the service was noise complaints, making up 19% of HASBO's cases and 9% for CRASBU. These had been time consuming, and there were limited ways for Community Safety to address these cases.
- Similarly, there was a disparity in parking cases dealt with (2% for HASBO and 4% for CRASBU) and again Community Safety were limited in their ways to address this.
- Advice remained the most consistent disposal and the most widely used.
- Both teams dealt with ASB, but HASBO's cases were more on the lower-level non-legal side and CRASBU were generally more complex high-risk side. However, the sanctions used were largely similar, and whilst the work was different, the symptoms were broadly similar.
- ASB Case Reviews (Community Triggers) When an application was received, it was reviewed. If the threshold was then met it was followed up. Every investigative stage of the case was looked at.
- In terms of next steps:
 - There was a dedicated duty officer managing the 'front door' and signposting to most appropriate service and offering support. This looked to signpost at the earliest opportunity.
 - There had been implementation of Cuckooing Protocol to ensure early identification of vulnerable tenants to aid support and deter perpetrators. This would be launched across the city and would be shared across Leicestershire and Rutland. This fed into Adult Social Care, especially in the case of tenants. If there was a suspected Cuckooing case, it could be dealt with from a place of vulnerability rather than enforcement.
 - A trauma informed and solution focused approach to all our work that is of benefit to all involved and reduces demand on other

services was being considered.

- It was aimed to be more present within communities to ensure effective communication and pathways of advice and guidance for self-support where appropriate.

The Commission was invited to ask questions and make comments and the officers and the Deputy City Mayor for Social Care, Health and Community Safety to respond. Key points included:

- In response to a query about the timeframe for dealing with nuisance neighbours, whenever a case was referred, they were triaged on the same working day. Red flags were then picked out if issues such as vulnerability or mental health featured. If the case was medium-to-low risk, the response would come within five-to-ten working days (examples given of such cases were loud music or cannabis use). However, if cases were taken forward and more was found out (i.e. though a diary booklet), the case could then be triaged. Every contact was referred to victim first for confidential support and advice.
- In response to a point made about Cuckooing, it was aimed to get to a stage in which vulnerable tenants were not being moved. As well as being difficult for the victim, it was difficult to find suitable housing in such cases. Therefore, it was necessary to address the issue head-on, however, much of the work being done on the issue was not disclosable. The police were working with the issue and the services were doing their best to solve it.
- In response to a point made about cases being moved between services, it was highlighted that this illustrated the need to get a protocol in place as services and staff needed to be on the same page and processes needed to be embedded.
- The issue of perpetrators and whether the courts had an impact on individuals and communities was beyond the purview of the service. This could be picked up through other channels such as the Joint Action Group.
- Issues were raised surrounding dangerous motorcyclists, beggars, delivery riders causing nuisance, shoplifting and other crime. This was beyond the scope of this presentation, but the team were looking at the issues and reports on them could be considered at a future meeting of the Commission.
- In response to a point made about the recent riots around the country, it was noted that there had not been any in Leicester. There had been one protest, and the police and partners had managed this well.

AGREED:

- 1) That the update be noted.
- 2) That comments made by members of this commission to be taken

into account by the lead officers.

- 3) That further reports regarding Community Safety be brought to future meetings of the Commission.

86. WORK PROGRAMME

An update on HASBO and CRASBU would be brought to the Commission every 12 months.

Items on Shoplifting and City Centre On-Street issues would be brought to future meetings of the Commission.

The work programme was noted.

87. ANY OTHER URGENT BUSINESS

There being no other items of urgent business, the meeting closed at 18:45.



Burial Strategy Update

Culture & Neighbourhoods Scrutiny Commission

Date of meeting: 04/11/2024

Lead director: Sean Atterbury, Director of Neighbourhood
& Environmental Services

Useful information

- Ward(s) affected: All
- Report author: Alan Brown (Bereavement Services Manager)
- Author contact details: alan.brown@leicester.gov.uk
- Report version number: 1.0

1. Summary

- 1.1 This report provides an annual update on the Burial Strategy and summarises the slide presentation appended.
- 1.2 The report highlights the overall demand for burials and identifies the impact of this on existing cemetery provision.
- 1.3 The report provides an update on planned works to improve the visitor experience at Gilroes Cemetery to rectify issues related to car parking, traffic and drainage.
- 1.4 The report summarises changes in legislation in 2024, and provides an update on the Law Commission review of Burial, Cremation and New Funerary Methods legislation

2. Recommendation(s) to scrutiny:

- 2.1 Culture & Neighbourhoods Scrutiny Commission are invited to:
 - note the contents of the report and presentation;
 - review and comment on the Burial Strategy

3. Detailed report

Background

1. The council operates four cemeteries (Belgrave, Gilroes, Saffron Hill & Welford Road).
2. The provision of cemeteries is a discretionary service and there is no statutory duty on the council to provide cemeteries. The council is a burial authority by virtue of the Local Government Act 1972.
3. There are approximately half a million burials in the four cemeteries. The council has been providing burial services since 1849 with the last new cemetery to serve the city opened in 1931 (Saffron Hill).
4. In 2023 the council undertook 946 burials and 1,688 cremations.
5. While the council operates four cemeteries only two (Gilroes & Saffron Hill) have new graves available. Burials can only take place at Belgrave and Welford Road in existing graves where space remains and with the permission of the grave owner.

Muslim burials

6. The demand for burials in Leicester (35% of all funerals) is higher than the national average (20%) due to the demographics of the local population. Leicester has proportionately one of the largest Muslim populations (23.5%) in the UK. Cremation is forbidden in Islam so burial is the only funeral option for Muslim communities.
7. Muslim burials account for an average of 30%-35% of all burials per year but use 60%-65% of all new graves annually. This is because the Muslim population is still growing and predominately only use a grave for one burial whereas other faith communities (except Jewish) may use a grave for multiple burials.
8. To mitigate the high demand for new graves for the Muslim community, an area of new graves (760 graves) was designated for Muslim burials in December in 2023 and has seen over 125 burials since opening.

Burial space capacity

9. Based on existing burial rates and new grave availability the council's existing burial space is forecasted to reach capacity in 2030/31. A longer term solution for future burial space will be required by the end of 2026 to allow sufficient time for planning and construction of any new cemetery.
10. There is very limited land available within the city to locate a new cemetery. Estates & Buildings are working to identify potential location(s) for a new cemetery and this work will inform future updates to the Culture & Neighbourhoods Scrutiny Commission.

Gilroes Cemetery improvements

11. A number of concerns have been raised by visitors and funeral directors using the 'extension' of Gilroes Cemetery opened in 2011. The concerns identified include a lack of car parking spaces, poor traffic circulation with vehicles obstructing funerals and poor drainage.
12. Works to improve drainage were carried out in 2022 and 2023, however the impact of climate change bringing more prolonged and increased rainfall continues to exacerbate poor ground conditions following heavy rainfall.
13. Specialist cemetery consultants (CDS Group) have been commissioned to resolve these ongoing issues.
14. As there are no car parking spaces in the extension, it is proposed to install new car parking bays to stop cars obstructing funeral vehicles when parked on the roadway and from parking on the grass which leads to ground damage and ground compaction.
15. The current roadways in the extension are too narrow to accommodate passing traffic. It is therefore proposed to install a new roadway on an adjacent field to create a new one-way traffic system so that cars do not have to pass side by side. This will stop cars driving on the grass in order to pass other cars and will create an alternative exit point for cars back into the main cemetery.

16. Additional work to improve the existing drainage to make it easier to maintain and control the flow from increased rainfall is proposed. This will include modifications to the existing drains and swale.
17. A planning application is to be submitted October 2024 with construction works to commence April 2025 with completion in August 2025. A traffic, visitor and burial management plan for the works period will be agreed with the contractor to mitigate the impact for visitors and funerals during construction works. The costs of the improvement works is £675,000 which was scoped into the 23/24 capital programme as a policy provision and will be subject to its own release report.

Legislation

18. New legislation was introduced on the 9th September 2024. The Medical Examiners (England) Regulations 2024 and The Cremation, Coroners and Notification of Deaths (England and Wales) (Amendment) Regulations 2024 together represented the biggest change to death certification in over 50 years.
19. The changes have been seamlessly and successfully implemented locally with the Bereavement Services Manager working in close partnership with the Ministry of Justice, H.M. Senior Coroner, Head of Registration Services, Medical Examiners office and funeral directors to ensure there was no disruption to funeral services.
20. The changes mean that ALL deaths (except Stillbirths) are now scrutinised either by a Coroner or a Medical Examiner, whereas previously non-coronial deaths followed by a burial were not. For non-coronial deaths the bereaved family will now be able to speak to an independent Medical Examiner to express any concerns they have about a death.
21. For bereaved families arranging a cremation service there is no longer a requirement to obtain a separate cremation medical certificate (Cremation Form 4) at a cost of £82.
22. For bereaved families arranging a burial service the extra scrutiny will now offer reassurance about the cause of death and provide an opportunity to speak to a Medical Examiner if they have concerns about the death or medical care of the deceased.
23. The Medical Examiner's office has processes in place for urgent reviews where a quick burial is required for faith communities. This includes weekend and public holiday provision to ensure burials are not delayed as a result of the extra scrutiny.
24. The Culture & Neighbourhoods Scrutiny Commission asked (October 2023) to be kept informed on the national review of burial and cremation law being undertaken by the Law Commission of England and Wales.
25. The Law Commission of England and Wales has noted that the current burial and cremation laws are not fit for purpose. Furthermore, they recognise that grave space is running out in many parts of the country and that law reform may help this situation.
26. The Law Commission has now split the law review into three separate work streams
a) Burial and Cremation law, b) New Funerary Methods and c) Rights and Obligations in Relation to Funerals, Funerary Methods and Remains.

27. A national consultation on the first stream Burial and Cremation Law was launched on the 3rd October 2024 and is open until 9th January 2025. The consultation seeks views from burial and cremation authorities, funeral directors, stakeholders and members of the public interested in what happens to our bodies after death.
28. The review and any law changes it proposes will impact everyone either as an individual or as an organisation involved in death management. It should be noted that the consultation is only seeking views on proposals for law reform at this stage. Draft legislation is not expected until 2028 at the earliest.
29. Members of the scrutiny commission previously raised concerns with regards to some aspects of the Law Commission review related to proposals for grave reclamation and re-use.
30. The full consultation paper is very technical, complex and long at 369 pages with 59 consultation questions. It is not possible to summarise the full consultation paper in this report. It should be noted however that many of the consultation questions are aimed at operators of burial grounds that do not directly impact bereaved families, while others such as grave reclamation and re-use may impact bereaved families directly.
31. The consultation can be found online at <https://lawcom.gov.uk/project/burial-and-cremation/> where a summary and easy read versions of the full consultation paper are available.

4. Financial, legal, equalities, climate emergency and other implications

4.1 Financial Implications

Bereavement Services are budgeted to generate a revenue surplus partly as a contribution towards revenue overheads, revenue repairs and maintenance, and capital costs. Capital budgets have been identified for the work referenced in the report at Gilroes Cemetery, and budget approval for this will be the subject of a future Executive Decision report.

The provision of new burial sites would need to have due consideration for the associated revenue costs and income as part of any business case for increased provision.

Signed: Stuart McAvoy, Head of Finance

Dated: 22nd October 2024

4.2 Legal Implications

There are no direct legal implications arising from this report.

Due processes will need to be followed in respect of the proposed works to Gilroes Cemetery as noted in paragraphs 16 to 18 above.

The introduction of the ME service nationally from 9th September 2024 is noted, and appropriate coordination across LCC departments has been smooth.

Signed: Kamal Adatia, City Barrister & Head of Standards

Dated: 23rd October 2024

4.3 Equalities Implications

4.3 Equalities Implications

Under the Equality Act 2010, public authorities have a Public Sector Equality Duty (PSED) which means that, in carrying out their functions, they have a statutory duty to pay due regard to the need to eliminate unlawful discrimination, harassment and victimisation, to advance equality of opportunity between people who share a protected characteristic and those who don't and to foster good relations between people who share a protected characteristic and those who don't.

Protected Characteristics under the Equality Act 2010 are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

The report provides an update on the Burial strategy for the city. There are no direct equality implications arising from this report. Maintenance standards in burial grounds should reflect the respect and care due to those resting there, as well as for loved ones visiting. Burial space is running out nationally with the situation worse in some urban areas. The strategy contains information relating to accessibility and diversity of burial options available to all residents that support a diverse range of cultural and individual needs.

Signed: Surinder Singh, Equalities Officer

Dated: 23rd October 2024

4.4 Climate Emergency Implications

The council's operation of burial sites contributes to its carbon footprint, and as such consideration could be given to opportunities to achieve carbon reductions when any changes are introduced, including the proposed works at Gilroes and as part of any development of plans for a new cemetery. This could include encouraging the use of sustainable travel options, using buildings, materials, and equipment efficiently and following the council's sustainable procurement guidance, as appropriate and relevant. More widely, it is also worth noting that cremators are a significant source of gas consumption and therefore carbon emissions within the council's operations.

Signed: Aiden Davis, Sustainability Officer

Dated: 22nd October 2024

4.5 Other Implications

None

Signed:

Dated:

5. Background information and other papers:

Law Commission of England Wales – Review of burial and cremation laws

<https://lawcom.gov.uk/project/burial-and-cremation/>

6. Summary of appendices:

Appendix A – Burial Strategy Update slide presentation



Appendix 1_Burial
Strategy Update scrut

Burial Strategy Update

Culture and Neighbourhood Services Scrutiny Committee
November 2024

Burial Strategy overview

18

Space demand	Evidence and track existing demand
Muslim burials	Assessment of the uptake of graves and ability of faith groups to provide their own spaces
City growth	Using census data to inform our decision making and future death projections
Future provision	Planning the shape of bereavement services in the future
Policy development	Ensuring our policies are robust and reflective of the needs of Leicester's residents
Sustaining Existing Provision	Ensuring the service remains financially viable and is able to perform into the future, recognising the ongoing demand of the service and private sector provision

Background

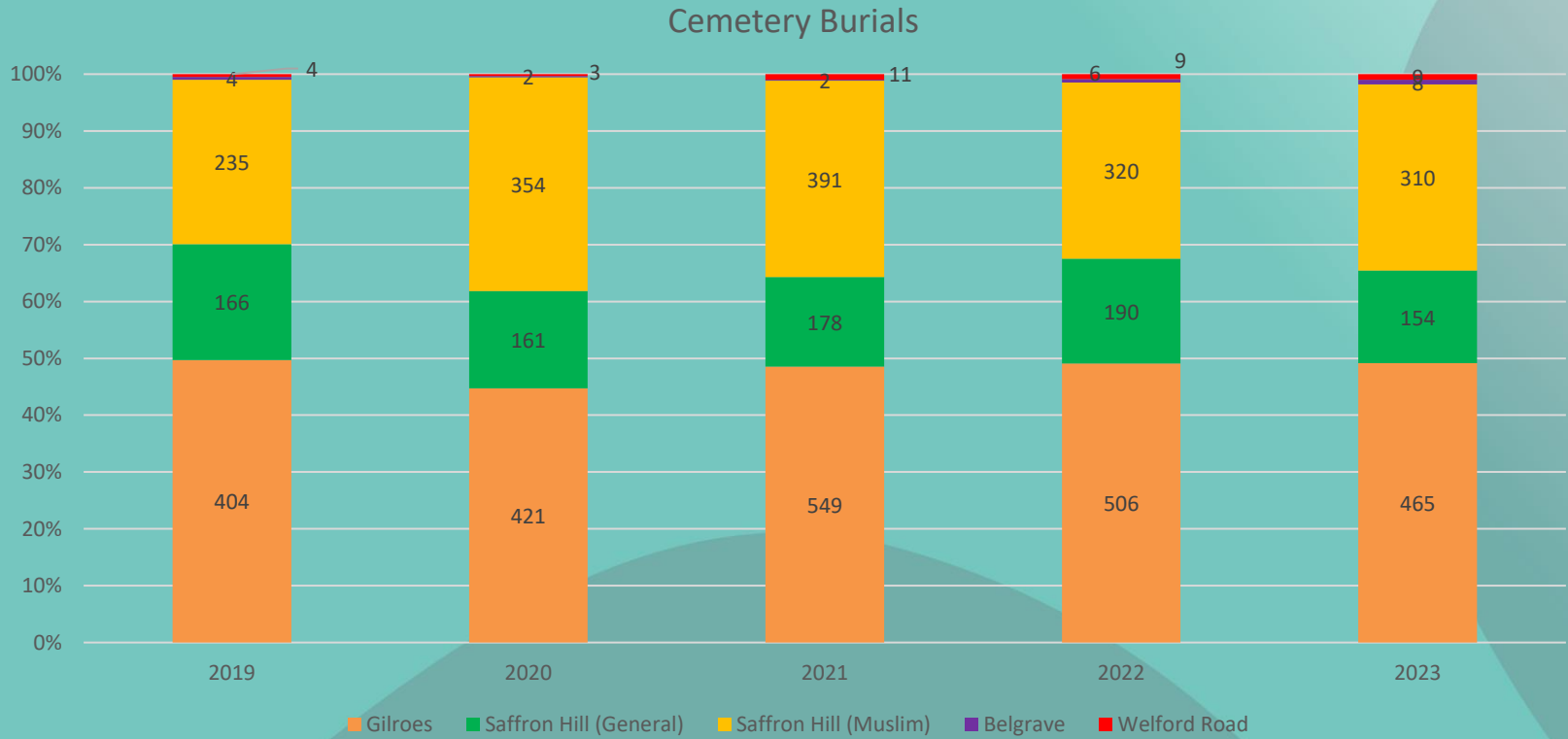
- No statutory duty on local authorities to provide burial space
- Four cemeteries with approximately half a million burials
- Providing burials for 175 years but almost 100 years since the last cemetery was opened to serve the city
- Based on current burial rates and availability of new graves, the remaining burial space in our cemeteries is projected to reach capacity around 2030/31
- In the UK, 20% of deaths result in a burial, however In Leicester there is a higher demand for burials (35%) due to the city's population
- Bereavement Services provided 946 burials & 1,688 cremations in 2023

Number of burials



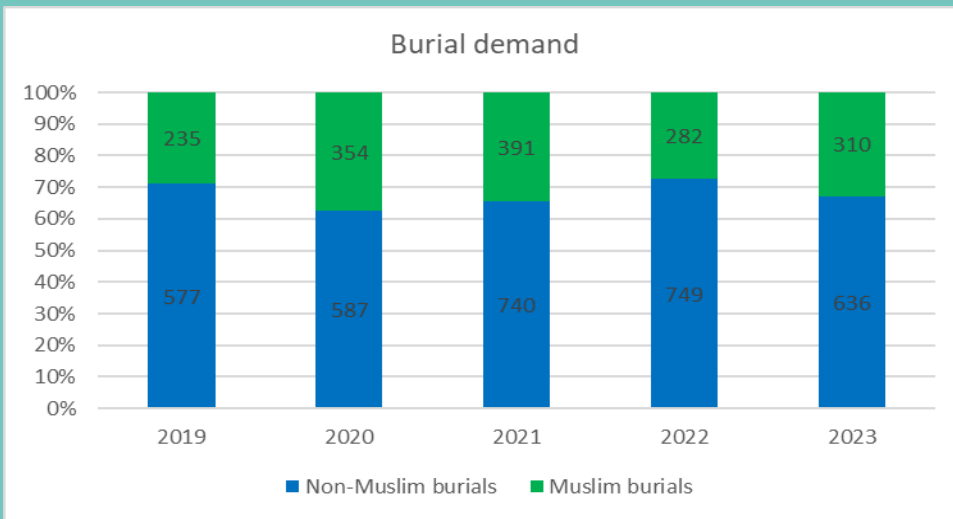
Burial locations

21



Demand for burials & new graves

22



- Demand for Muslim burials is on average 30% - 35% of all burials per year



- Demand for new graves for Muslim burials is on average 60% - 65% of all new graves per year

Saffron Hill Cemetery

23



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SAFFRON HILL CEMETERY - SECTION MAP

Date: 16/04/18
 Scale: 1 : 1 850
 Paper Size: A3
 By: CM

Leicester City Council
 Neighbourhood & Environmental
 Services
 Standards & Development



Leicester City Council

Section redesignated for Muslim burials

Future burial space

- Need to find a solution by the end of 2026 to allow time for development by 2030/31
- Limited land availability within the city makes finding a suitable location challenging
- Potential sites need to consider:
 - Site availability
 - Local Plan commitments
 - Planning constraints
 - Planning permission
 - Environment Agency restrictions
 - Environmental permit to operate
 - Accessibility
 - Climate change
 - Costs

Gilroes Cemetery improvements

Consultants commissioned to resolve ongoing problems experienced by cemetery visitors within the cemetery extension:

- 25
- i. Poor traffic circulation around the site
 - i. No designated car parking provision
 - ii. Poor drainage



Improvement works

- Proposed works:
 - Install new parking bays
 - Construct new road circuit
 - Undertake drainage improvement works
- Benefits:
 - i. New car parking provision will stop cars parking on grass or obstructing funeral services and visitors
 - ii. Creates a one-way traffic flow to improve traffic circulation and stop cars driving on the grass to pass other vehicles to prevent damaging the grounds and graves
 - iii. Improve drainage efficiency and maintenance to mitigate climate change and wetter weather conditions
- Project costs & timetable:
 - i. £675,000
 - ii. Development works from Sept 2024
 - iii. Construction works April 2025 – August 2025

Legislation changes in 2024

- Biggest change to death certification in over 50 years commenced on 9th September 2024
- All deaths (except stillborn babies) are now scrutinised either by a Coroner or a Medical Examiner
- Bereaved families will be able to speak with a Medical Examiner/Officer and express any concerns they have about a death
- Burials now scrutinised the same way as cremations

27

Review of burial & cremation legislation

- There is recognition that the complex laws which govern how we deal with the bodies of the deceased are out date and not fit for purpose.
- It is also recognised that burial space is running out across England & Wales, with the situation worse in some urban areas.

28 • The Law Commission of England & Wales is carrying out a project called Burial, Cremation and New Funerary Methods. Because the issues involved are so broad, the project has been split into three parts:

- 1) Burial and Cremation
- 2) New Funerary Methods
- 3) Rights and Obligations in Relation to Funerals, Funerary Methods and Remains

Law Commission

Burial & Cremation consultation

- Public consultation runs for 14 weeks until 9th January 2025
- The consultation paper contains provisional proposals for reform on a number of issues:
 - the regulation of burial grounds
 - grave reuse and reclamation
 - closed and disused burial grounds
 - exhumation
 - the rights granted to the Commonwealth War Graves Commission
 - cremation law
 - uncollected ashes at Funeral Directors' premises

Law Commission consultation

- The full Consultation Paper is available on our website at: <https://lawcom.gov.uk/project/burial-and-cremation/>. The deadline for responses is 9 January 2025.
- Responses to the consultation may be submitted using the online form available at the link above. If possible, please use this method.

30

- Alternatively, comments may be sent:

– by email to bcnfm@lawcommission.gov.uk; or

– by post to
Burial and Cremation Team
Law Commission
1st Floor, Tower
52 Queen Anne's Gate
London
SW1H 9AG



Leicester
City Council

Culture and Neighbourhoods Scrutiny Commission

**Heritage Places Funding,
National Lottery Heritage Fund**

4th November 2024

Lead director/officer: Mike Dalzell

Useful information

- Ward(s) affected: All.
- Report author: Joanna Jones
- Author contact details: Joanna.jones@leicester.gov.uk
- Report version number: 1

1. Summary

1.1 This briefing provides an overview of the Heritage Places Programme which is funded by the National Lottery Heritage Fund.

2. Recommended actions/decision

2.1 To note and comment on stage one of the Heritage Places funded programme.

3. Scrutiny / stakeholder engagement

3.1 The programme is designed to involve local communities and there will be a Steering Group which will be chaired by the Assistant City Mayor (Culture, Libraries & Community Centres). The Steering Group will include both Leicester City Council and Community representatives.

4. Background and options with supporting evidence

This report sets out the background for the National Lottery Heritage Fund's (NLHF) Heritage Places Fund and Leicester's application to the fund.

The National Lottery Heritage Fund is forging long term partnerships with towns and cities across the UK as part of a 10 – year initiative to help places thrive by unlocking the potential of their heritage. The fund is called the Heritage Places Fund and is designed to boost local economies and boost pride in place.

By 2033 20 long – term projects will be transforming towns, cities and landscapes using a dedicated NLHF funding pot of £200m. Leicester has been chosen as one of these cities.

The Leicester bid is the *Leicester Inclusive Heritage* programme with a focus upon heritage and community cohesion. The project is intended to be the key planning tool that will help shape the future of Leicester's Heritage Place programme. The funding criteria requires all organisations to work with local communities.

The funding will be used as follows:

Leicester City Council is working in partnership with the Audience Agency, a national organisation which has a strong track record of audience research. The Audience Agency will analyse audience data for engagement with heritage in Leicester. Their work will

create the evidence base for identifying areas of the city and groups within the community where engagement with heritage is lower.

A Steering Group will be established which will be chaired by the Assistant City Mayor (Culture, Libraries & Community Centres). The Steering Group will include both Leicester City Council and Community representatives.

There will be 10 Community Heritage Researchers who will work within communities to enable capacity to be built and untold stories to be shared.

A part time Programme Manager will be appointed within the Arts and Museums team. They will be responsible for managing the programme, acting as the main point of contact with organisations which are participating in the project and with NLHF.

For this stage one element of the Heritage Places programme the total request for funding is £250k and it is anticipated that a stage two application for a larger amount of funding will be made in the future as this is a long-term funding programme.

5. Timescale

The stage one application was submitted to NLHF in September 2024, and it is anticipated that a decision will be made by NLF regarding the funding in November 2024. If the funding is secured there will be a period of approximately a month whilst contractual arrangements are established, and the project will then commence.

6. Financial, legal, equalities, climate emergency and other implications

6.1 Financial implications

There are no significant financial implications associated with the £250k grant bid which was submitted; no match funding was required from Leicester City Council. Finance will continue to be involved as the project progresses and as stage 2 grants bids are sought to support this programme.

Stuart McAvoy – Head of Finance
16th October 2024

6.2 Legal implications

This report relates to Heritage Places Programme funding which is funded by the National Lottery Heritage Fund.

Any funding received and any payments made will need to be assessed against the Subsidy Control Act 2022. If deemed to be a subsidy under the legislation it may need to be registered government subsidy register.

It may also be necessary to enter into a funding agreement with the funder and each recipient to ensure that the funding is used for the agreed project. Any agreement will need to include provisions to recover funds not correctly used.

Ongoing legal assistance should be sought as and when required.

Alex Powers

18.10.24

6.3 Equalities implications

When making decisions, the Council must comply with the Public-Sector Equality Duty (PSED) (Equality Act 2010) by paying due regard, when carrying out their functions, to the need to eliminate discrimination, advance equality of opportunity and foster good relations between people who share a 'protected characteristic' and those who do not.

Protected groups under the Equality Act are age, disability, gender re-assignment, pregnancy/maternity, race, religion or belief, sex and sexual orientation.

Leicester has been chosen as one of the cities benefiting from the Heritage Place Fund, with bid is the Leicester Inclusive Heritage programme with a focus upon heritage and community cohesion. This should impact positively on people from across a range of protected characteristics and help communities in sharing their stories.

Sukhi Biring, Equalities Officer

17 October 2024

6.4 Climate Emergency implications

There are no significant climate emergency implications directly associated with this report. As service delivery generally contributes to the council's carbon footprint, any impacts could be managed as part of any commissioning, such as encouraging the use of sustainable travel options, using buildings and materials efficiently and following the council's sustainable procurement guidance, as appropriate and relevant to the options selected.

Aidan Davis, Sustainability Officer, Ext 37 2284

6.5 Other implications (You will need to have considered other implications in preparing this report. Please indicate which ones apply?)

None

8. Is this a private report (If so, please indicate the reasons and state why it is not in the public interest to be dealt with publicly)?

No

10. Is this a “key decision”? If so, why?

No

Library Study Zones

Culture and Neighbourhoods Scrutiny Commission

Date of meeting: 4th November 2024

Lead director/officer: Sean Atterbury

Useful information

- Ward(s) affected: All Wards
- Report author: Lee Warner
- Author contact details: lee.warner@leicester.gov.uk
- Report version number: 1

1. Purpose

- 1.1 This report provides an overview of the Study Zones initiative in libraries in the context of the digital support provided by libraries for people living, working and studying in Leicester.

2. Overview

- 2.1 Neighbourhood Services were awarded £135k grant funding by Arts Council England in February 2023 following a successful application to the Libraries Improvement Fund (round 2). A further £30k matched funding was provided through the Council's capital programme for 2022 – 23. The total funding for the scheme is £165k
- 2.2 The scheme responds to changes in the digital support required by Leicester library customers. The report outlines the ways in which libraries are supporting residents of all ages to access digital services. The proportion of customers using their own devices has grown in comparison to those using cabled library computers.
- 2.3 The scheme will create Study Zones for all residents and customers with a focus on young people to respond to increased demand for using personal IT devices. The zones will offer study desks at incorporating charging points to support the use of laptops, phones and tablets for study & leisure at all libraries. Informal study furniture will also be installed to accommodate shared study, reading and socialising for library users of all ages.
- 2.4 Information display screens have been installed at all libraries as part of the scheme, to enable the delivery of information, advice and signposting to library events through the provision of updatable and targeted display screens.
- 2.5 Cycle parking facilities have been updated at two sites to ensure children, young people and adults are able to travel sustainably to access their local library Study Zone.

3. Report

Background and current provision

- 3.1 Neighbourhood Services are committed to the provision of quality digital and information services appropriate to the needs of Leicester residents as one of four Universal Offers developed by Libraries Connected and supported by Arts Council England:

- **Information & Digital – Goal: “To ensure local communities have access to quality information and digital services, to learn new skills and to feel safe online”**

The other Universal Offers are linked and rely on the digital and information support provided by libraries:

- Health & Wellbeing
- Culture & Creativity
- Reading

3.2 Leicester’s libraries provide a wide range of equipment, resources and signposting support to respond to the needs of residents of all ages and from all communities across the city.

3.3 The service currently provides 159 public access computers across all 16 libraries. Free Wi-Fi access is available at all sites. Printing is available at a charge to cover the cost of paper and toner and is increasingly in demand as customers often do not have home printers yet require printed labels, vouchers and tickets for a wide range of services accessed online. Printing is available both from the library computers, and from customer’s own devices. Scanning services are also available from library computers.

3.4 Library staff provide informal signposting and support for customers using IT. Ad-hoc support is available for customers to help navigate the internet and to find online forms for Council and other services. Libraries also offer informal basic IT courses through the self-learning “Learn my Way” sessions. These resources are provided through the Good Things Foundation to enable complete beginners to learn at their own pace. The courses are self-led with staff to support for confidence. Topics covered include internet safety, filling forms, Universal Credit and health online.

3.5 In addition Leicester Adult Education deliver formal IT classes from 5 digital classroom suites located in neighbourhood services facilities. The sessions include entry level sessions funded by Public Health through the “Let’s Get Digital” initiative.

Changing patterns of IT usage in libraries

3.6 Since the pandemic patterns of IT usage and the digital support requirements have changed. Although the usage of traditional cabled library computers continues to recover year on year, the overall number of hours used has decreased significantly from 179,000 in 2019-20 (pre-pandemic) to 86,100 in 2023 - 24. The recovery of Wi-Fi usage for customers bringing their own devices has been much quicker, and has indeed overtaken library computer use at just over 86,200 accesses in 2023 – 24. It is thought that many more customers now have their own device following the need to access online services during the extended lockdown period in 2020 – 21.

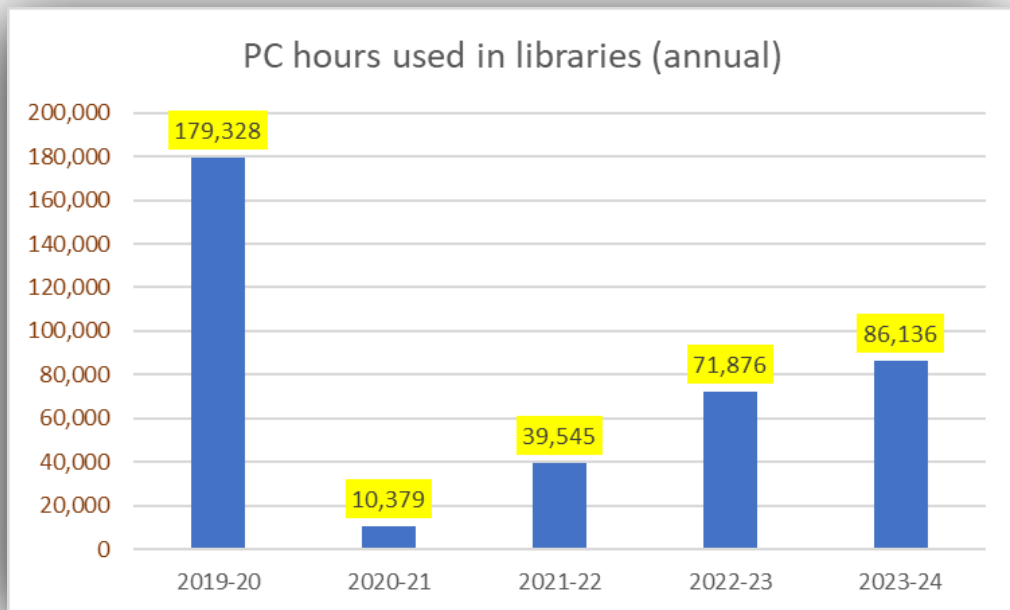


Chart showing the number of hours spent on library computers over the past 5 years

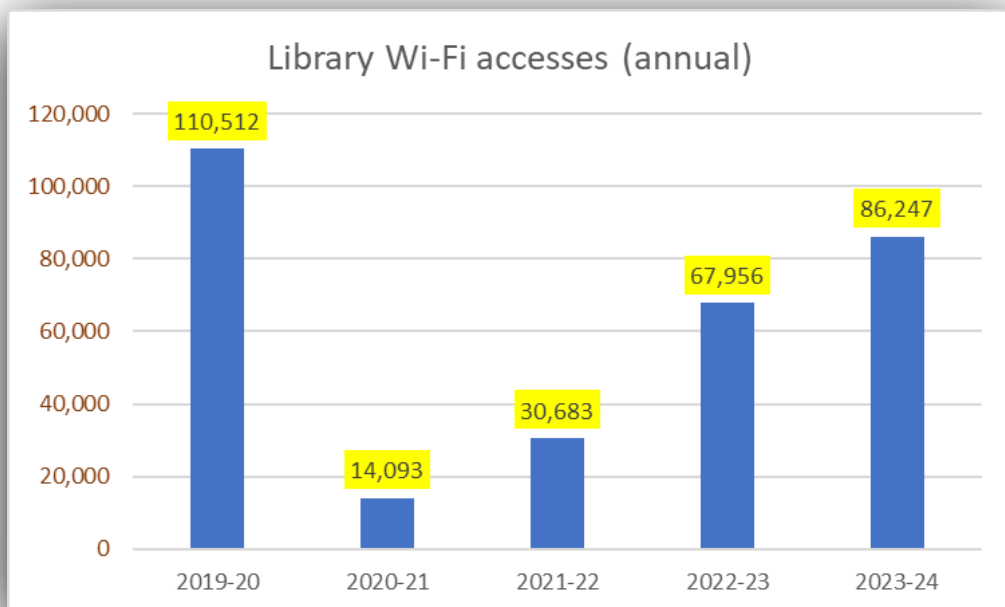


Chart showing the number of accesses to library Wi-Fi system over the past 5 years

3.7 As a result the library customer survey undertaken in 2023 identified a lack of facilities in libraries for customer's bringing their own devices. Whilst free Wi-Fi services in all libraries have been available for over 10 years, customers highlighted the need for suitable study furniture and in particular charging points for their devices.

Study Zones scheme

3.8 Neighbourhood Services were awarded £135k grant funding by Arts Council England in February 2023 following a successful application to the Libraries Improvement Fund (round 2) for the Study Zones project. A further £30k matched funding was provided through the Council's capital programme for 2022 – 23. The total funding for the scheme is £165k

3.9 The project has delivered distinctive Study Zones for all residents and customers with a focus on young people to respond to increased demand for using personal IT devices in the library. The zones were installed in libraries between June – August 2024 and offer charging points to support the use of laptops, phones and tablets for study and leisure at all 16 libraries. The zones will enable individuals and groups to work, study, connect and relax in dedicated spaces using Bring Your Own Device facilities. The project optimises use of existing wi-fi and wi-fi print facilities at all libraries, providing desks, seating and USB and standard charging points.

3.10 In total, 55 study desks with USB and standard charging points have been installed. Allocations were determined by the available space within the library and the local demand for study and use of devices. It is to be noted that Highfields and Knighton Libraries did not require additional powered desks as both libraries had been equipped with pilot Study Zones under recent refurbishment works.

3.11 20 information display screens were installed across all 16 libraries to promote library services and local events. The screens are centrally administered for ease of updating and ensure consistent messaging across the libraries estate.

3.12 Benefits of the investment include:

- Improved facilities for the relaunch of library after-school Homework Help sessions for school children and better provision for students.
- The zones will provide facilities for home workers and families in high density housing who cannot afford large data packages or internet providers and struggle to pay for heating & lighting. The scheme links to the “Warm Welcome” offer in all of our libraries, providing disadvantaged communities with well-equipped facilities where they can come together to meet, learn and study.
- The scheme supports residents to access Council and other online services using the own device with power, printing and signposting help from library staff.
- Support for partners delivering advice surgeries, for example the 9 weekly DWP Job Shops in Leicester Libraries. Work Coaches are able to signpost clients to the Study Zones to continue their job searches.
- Provision for both individual and group study, with open desk clusters available for group work.
- All equipment and furniture is portable providing greater flexibility for managers to develop and optimisation the usage of library space
- Information screens are a key part of the project to promote and signpost to services, events & activities and to provide information relating to key campaigns, for example health and wellbeing and cost of living initiatives within libraries.

- Improved cycle parking has been installed at two sites to support cycle, e-bike and scooter travel for all and in particular to remove barriers to access for young people accessing the Zones.
- Study Zones have been branded, signed and promoted citywide to promote awareness and use of the facilities.

3.13 The Study Zones complement the Leicester libraries' online offer, providing spaces for customers to borrow and read a wide range of electronic media on their own devices. The e-library, available free of charge to Leicester library members, includes an extensive range of eBooks, e-audiobooks, e-newspapers and e-magazines which can be borrowed and read in the library, or at home.

3.14 The Study Zones scheme was formally launched in August 2024 by the "Values" group at the Central Library. The group meet every week and are using the new facilities to learn more about the range of online library resources available, including e-newspapers and e-magazines. The group leader said "we find that meeting up to study together really helps us, but we need a large enough space that is quiet where we can plug in our laptops and concentrate properly. The new study zones are going to be ideal for us"



Study Zones launch with the "Values" group , August 2024



Study Zones promotional poster, August 2024

Monitoring and evaluation

3.15 Initial feedback and observed usage of the Study Zones has been very positive with most desks attracting users from installation onwards. The usage of the Study Zones will be monitored through:

- library Wi-Fi access figures
- Study Zone usage sampling
- customer comments and feedback forms
- Homework Club feedback sessions

Mid-year Wi-Fi usage figures indicate that usage has already increased by 20% since installation, with overall Wi-Fi accesses forecast to increase to over 100,000 by the end of the year.

4. Financial, legal, equalities, climate emergency and other implications

4.1 Financial implications

There are no direct financial implications arising from this report. The details of the grant and Council match-funding are contained within the body of the report.

Signed: Stuart McAvoy, Head of Finance

Dated: 25th October 2024

4.2 Legal implications

In relation to any funding which has been received from Arts Council England need to ensure that it complies with any specified conditions imposed. Legal Services can advise on any terms and conditions relating to the funding and any funding will need to be assessed against subsidy rules.

It is recommended that ongoing legal advice should be sought as and when necessary.

Meera Patel, Solicitor (Commercial) Ext. 37 4069

Signed: Meera Patel, Solicitor (Commercial)

Dated: 25th October 2024

4.3 Equalities implications

Under the Equality Act 2010, public authorities have a Public Sector Equality Duty (PSED) which means that, in carrying out their functions, they have a statutory duty to pay due regard to the need to eliminate unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Act, to advance equality of opportunity between people who share a protected characteristic and those who don't and to foster good relations between people who share a protected characteristic and those who don't.

Protected Characteristics under the Equality Act 2010 are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The report updates on the study zones that have been implemented across library services. It may be useful to do some equality monitoring to understand who is using the services and to see if some targeted promotion is required where certain characteristics aren't. It may be prudent to also review that all desks and equipment are accessible for people with disabilities.

The initiative is positive and is likely to advance equality of opportunity and foster good relations between people who share a protected characteristic and those who don't.

Signed: Kalvaran Sandhu, Equalities Manager

Dated: 24th October 2024

4.4 Climate Emergency implications

There are limited climate emergency implications directly associated with this report. As noted within the report, the scheme has implemented measures to enable cycle travel to libraries, as well as linking to the Warm Welcome offer in libraries, supporting people struggling to heat their own homes over the winter. Whilst increased use of digital devices

in libraries is expected to lead to an increase in energy consumption, this is likely to be relatively minor. More widely, improving digital access may also provide benefits through enabling access to online services by the public, potentially reducing emissions associated with travel to access services.

Signed: Aidan Davis, Sustainability Officer, Ext 37 2284

Dated: 23/10/2024

4.5 Other implications (You will need to have considered other implications in preparing this report. Please indicate which ones apply?)

N/A



Ward Engagement & Funding Report 2023 – 24

Culture and Neighbourhoods Scrutiny Commission

4th November 2024

From: Lee Warner
Lead director: Sean Atterbury

Useful information

- Ward(s) affected: All
- Report author: Adam Lunn / Lee Warner
- Author contact details: lee.warner@leicester.gov.uk

1. Purpose of report

1.1 The purpose of this report is to provide an outline of how Ward Funding was spent across the city between April 2023 and March 2024. This report seeks to provide an insight into the variety of projects and initiatives that took place in the wards, and some of those that were important to residents locally.

2. Summary

- 2.1 A yearly budget of £18,000 per ward is allocated which can be used to support projects that bring benefits to that ward. The total annual budget for ward funding is £378,000
- 2.2 There was no carry over of funding from financial year 2022 – 23 to 2023 – 24 as carry over is not permitted during a local election year. In non-election years each ward is permitted to carry over up to 10% of the annual ward budget.
- 2.3 In 2023/2024 a total of 666 applications for Ward Funding were received. Of these 100 were withdrawn, leaving 566 for consideration. A total of 441 applications were successful in receiving Ward Funding.
- 2.4 The total amount of ward funding approved for grants for the financial year 2023 – 24 was £353,702.
- 2.5 A global underspend of £24,298 is carried over to the current financial year, 2024 – 25.
- 2.6 The report provides further detail on the category and type of grant funded activities delivered, the overall number of volunteers engaged, and the amount of matched funding leveraged.
- 2.7 Following a presentation of last year's annual ward funding report to the Culture and Neighbourhoods Scrutiny Commission a Scrutiny Task Group was appointed to review the current ward funding arrangements. The Ward Funding Policy has been updated in draft in response to recommendations by the task group.
- 2.8 A member development session to cover ward funding under the new guidelines is proposed for 25th November 2024, following report back to Culture and Neighbourhoods Scrutiny Commission on 4th November.

3. Recommendation

3.1 Culture and Neighbourhoods Scrutiny Committee is recommended to note the report on ward engagement and community funding for the year 2023 – 24.

3.2 Scrutiny Committee is recommended to consider the draft update to the Ward Funding Policy and to note the supporting tools to assist ward councillors.

5. Report/Supporting information

5.1 The annual ward engagement and funding report is attached as appendix A.

5.2 The proposed communications timeline is as follows:

- 4 November 2024 – Culture & Neighbourhoods Scrutiny (to include annual Ward Funding Report, with note on update to ward funding policy)
- 5 November 2024 – publish updated policy
- Mid-November – Member development session

6. Financial, legal and other implications

6.1 Financial implications

This report presents a summary of how ward funding has been spent across the city for 2023/24. As such there are no direct financial implications associated with this report.
Stuart McAvoy
10th October 2024

6.2 Legal implications

The report is an update report - the Authority is empowered under the Localism Act 2010 to authorise expenditure benefiting local communities. Any ward spending will be subject to the Authority’s Constitution including the Authority’s Contracts Standing Orders and Financial Regulations, and ensuring all applicable Procurement Rules are complied with and Subsidy Control where relevant.

Mannah Begum, Principal Lawyer, Commercial Legal, Ext 1423
Dated: 09 October 2024

6.3 Climate Change and Carbon Reduction implications

The Ward Funding makes a positive contribution to addressing the climate emergency by funding environmental projects, such as projects to support local biodiversity. In addition, projects with a primarily social purpose can sometimes have a positive climate impact too. For example, projects supporting more active lifestyles and social connections through walking or cycling.

Duncan Bell, Change Manager (Climate Emergency). Ext. 2249
Dated: 14 October 2024

6.5 Equality Impact Assessment

There are no direct equality implications arising from this report as it is for noting, however the funding approved for grants will benefit organisations who provide services for people from across a range of protected characteristics.

Protected groups under the Equality Act are age, disability, gender re-assignment, pregnancy/maternity, race, religion or belief, sex and sexual orientation.

Sukhi Biring, Equalities Officer
Dated: 10 October 2024

Appendix A

Ward Engagement & Funding Report 2023 – 24

Date: 10 July 2023

Author: Adam Lunn

Lead Director: Sean Atterbury



Purpose

The purpose of this report is to provide an outline of how Ward Funding was spent across the city between April 2023 and March 2024. This report seeks to provide an insight into the variety of projects and initiatives that took place in the wards, and some of those that were important to residents locally.

What is Ward Community Funding?

Each of Leicester’s 21 electoral wards is allocated a yearly budget of £18,000 which can be used to support projects that bring benefits to that ward. Councillors support a wide a range of activities, events and projects. Councillors also have the flexibility to make local arrangements for their ward to set limits on how much funding can be allocated to each application.

Constituencies

East	South	West
Belgrave	Aylestone	Abbey
Evington	Castle	Beaumont Leys
Humberstone and Hamilton	Eyres Monsell	Braunstone Park and Rowley Fields
North Evington	Knighton	Fosse
Rushey Mead	Saffron	Westcotes
Thurncourt	Spinney Hill	Western
Troon	Stoneygate	
	Wycliffe	

In 2023/2024 a total of **666** applications for Ward Funding were received and of these **100** were withdrawn, leaving **566** for consideration. The table below provides an outline of the number of applications received and of those, the number withdrawn:

Constituency	Number of applications received	Number of applications withdrawn	Number of applications for consideration
East	232	39	193
South	245	35	210
West	189	26	163
Total	666	100	566

Case study

Ward: Castle, Humberstone /Hamilton, Troon.

Amount awarded: £1,000.

Project name: Africafest, Leicester.

Summary of activity/event:

Africafest was a newly formed, one day festival, that aimed to be an invaluable addition to the diverse, Leicester festival culture. Through the shared cultural awareness, understanding, and recognition of the existing African Heritage community in Leicester. The one-day event promoted and showcased local artists, and performers, of all ages, encouraging community cohesion, through expression of Leicester African heritage culture-based activities, and performances.

Outcome:

Africafest was a successful, joint funded event, between Ward funding, the City Mayors fund, and Second Genesis, that took in the city centre, Humberstone Gate, in September 2023. The event hosted sixteen acts and performances of African heritage, and influence. There were eleven market stalls, with African wears, and food to purchase. Health promotion and awareness information was also promoted and available. Fun fair rides, confectionary, and varied street -food stalls where also available at the event. Making the event a diverse cultural event, with a strong African heritage and cultural influence family day out.

The application process

Councillors are supportive of projects that bring benefits to their ward and those that address local priorities. Councillors tend to want to support as wide a range of activities as possible and for this reason do not support many proposals which would take up a large proportion of their funds. To assist with this, Councillors have the flexibility to make local arrangements for their ward to set limits on how much funding can be allocated to each application.

Each application is reviewed against key priorities defined locally by ward Councillors and against predefined criteria ensuring applications do not breach any of the funding conditions as set out within the Ward Funding Policy, as outlined below

What cannot be funded?

Ward Community funding cannot be used for the following:

- Staffing, except temporary staff or specialist staff brought in to do a specific and short-term piece of work (for up to a maximum of 12 months)
- Full costs of infrastructure, running costs or capital investment
- Recoverable VAT – Ward Funding cannot be awarded for monies that will be reclaimed back as recoverable VAT by the applicant / organisation.
- Any liability arising out of illegality or negligence.
- Any form of gambling (except small fundraising activities e.g., raffle, tombola)
- Exclusively religious activity
- Political activity
- Applications where previously awarded funds have not been accounted for with an evaluation and evidence of expenditure.
- An event or activity which has already taken place e.g., an application that is submitted after the activity, event, or project has taken place (Retrospective Application).

Following the review of each application, Councillors are presented with an assessment, summarising the key points of the application and any additional information received on request. It will include a recommendation to Support or Reject, highlighting the merits and/or limitations of the application, based on officer opinion. Ward Councillors are asked to consider these findings to determine their decisions.

Case study

Ward: Eyres Monsell

Amount awarded: £499.00

Project name: Femina (Polish) Women's Community.

Summary of activity/event:

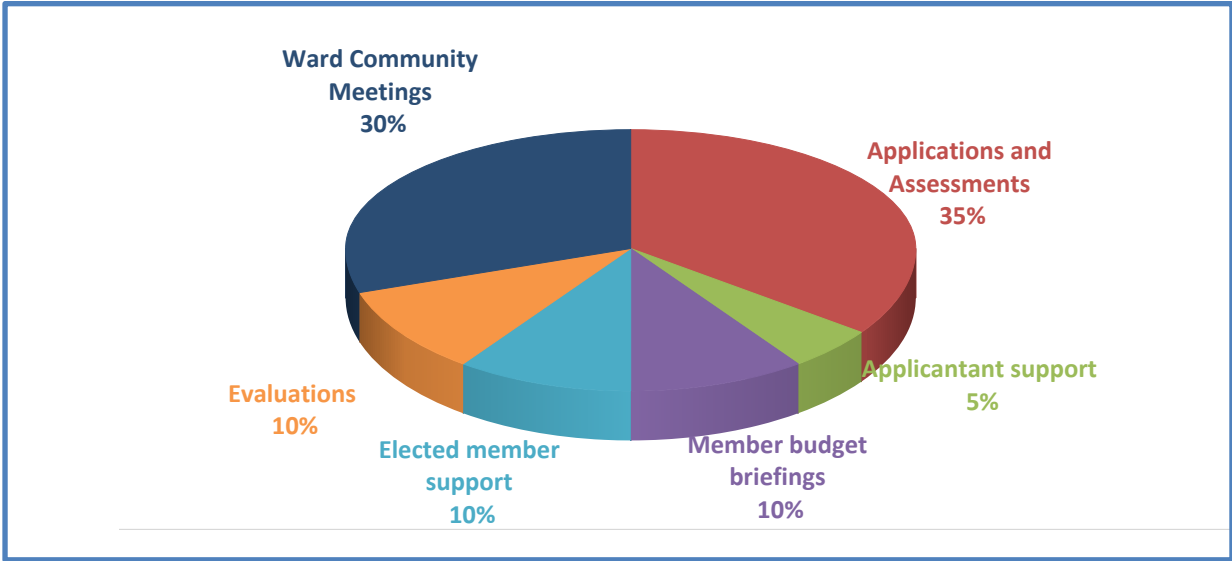
Femina began as a community exercise and yoga group, for 'mum and tots', (mainly, but not exclusively) for local, isolated Polish women in the community. The aim was to create a safe space to enable local mums to integrate, share experiences, and culture, with other mums in the ward, through basic yoga exercises. Ward funding was awarded towards the start-up costs of the room hire and the purchase of exercise mats.

Outcome:

As a result of receiving the ward funding for the 'start-up' cost, Femina were able to develop its activities, and the services it provides. Femina registered as a CIC (Community Interest Company) and secured National Lottery funding to continue to fund the mother and tots' yoga group, and develop new services to support women. In addition to the original Mother and Tots Groups, Femina now provides, Self Defence Classes for Women, Women's Health Sessions, Art, and Crafts Groups, Meet and Chat Groups, Tot's on the Mats, LBT Sessions, and Zumba Classes. Femina hosts Family Sports Days, Festive Celebrations, and is currently Developing its work with older people. From Femina's original beginnings as a small, ward funded community activity, Femina has also developed an interactive website, and a charitable arm to their newly formed organisation.

Ward Engagement Duties

The ward engagement team manage all aspects of ward funding applications, from submission by applicant right up until the final evaluation has been received. Officers also organise and facilitate Ward Community Meetings across the city. Although every day can be different for each Ward Community Engagement Officer, below is an approximate breakdown of time spent on various duties, followed by a brief description.



Applicant support

Ward Community Engagement Officers provide one to one support to applicants wanting to apply for Ward Funding. Officers meet with applicants in person, at either Community Centres or Libraries, where they provide advice and support with submitting their application. Officers will discuss the process with applicants along with explaining the requirements needed to meet the criteria and guidelines, including the evaluation stage. Officers also provide support to applicants over the phone and via e-mail.

Assessments

Once an application has been submitted, it will be assigned to the relevant Officer who is responsible for the ward that has been applied to. Officers read through each application and contact the applicant to gather any additional information. Once all necessary information has been received, an assessment is then completed with an overview of the project, and a detailed check that the application meets Ward Funding

Guidelines. Every assessment is peer moderated by another Ward Community Engagement Officer and then group moderated for a final time by all officers.

Budget meetings

There are currently three funding rounds per year (end of January, May and September) and after each funding round, Ward Community Engagement Officers arrange to meet with Ward Councillors to discuss all of the applications over £500 which have been received during the period, ensuring assessments and applications are supplied prior to the meeting. During the budget meeting, Officers and Councillors discuss each application and assessment and confirm their decision. Councillors may ask for additional information to support their decision which may require officers to make further contact with applicants before Councillors can make a final decision.

As one of the recommendations from the Scrutiny Task Group it is recommended to remove the three deadlines for consideration of bids over £500. Instead, these bids would no longer need to wait for one of three deadlines to be considered, removing a delay to decision making and delivery.

Applications under £500 do not need to be considered at a budget meeting. Instead, Officers will e-mail the application and assessment to Councillors. Officers will then monitor the outcome and responses. Once a decision is reached on an application, the Ward Funding database is updated accordingly. All supported applications are listed on a report generated ahead of Executive sign off. Once supported applications have been signed off by the appointed Executive Lead, payments are processed, and Officers send confirmation e-mails to all applicants informing them of the outcome of their application.

Elected Member support

Ward Engagement officers provide support to Elected Members in relation to ward funding applications and their ward budget, Ward Community Meetings, community patch walks and general enquiries about work within their wards.

Evaluations

For every application that has been supported, an evaluation along with evidence of expenditure is required by the stated deadline. If these are not received by the given deadline, Officers follow up with applicants. Applications are only closed once evaluations have been received and receipts and invoices checked to reconcile expenditure for audit purposes.

Ward Community Meetings

Ward Community Engagement Officers discuss venues, dates, and agendas at budget planning meetings with members. Once an agenda is confirmed, Officers will then prepare the agenda and collate necessary updates for each agenda item and then the confirmed agenda will be published accordingly. Prior to the Ward Meeting officers will e-mail members all confirmed attendees and updates and send the budget report which will be presented at the Ward Meeting.

Prior to the Ward Meeting, officers ensure that any necessary actions noted in the previous meetings action log, are followed up and completed, ready to confirm at the Ward Community Meeting. At the Ward Community Meeting officers will support Members at the head table by highlighting any matters to the Chair and take note of any actions, queries, concerns that arise under each agenda item. Officers present the Ward Funding Budget under the agenda item where a breakdown of the funding is presented. Often members of the public have questions on the budget or how they can access funding and so Officers will answer accordingly. After the Ward Meeting, Officers prepare the action log and it is published online. Officers also monitor and track the actions noted.

Case study

Ward: Evington, Spinney Hills & Wycliffe

Amount awarded: £300 (£100 from each ward)

Project name: Creative Writing Workshop and Reading (Ride on Sistas)

Summary of activity/event:

An award-winning Community Cycle Training and Cycling Group that provide women in the St Matthews, Evington, Spinney Hill, and Highfields community the opportunity to learn to ride a bicycle by providing qualified cycle trainers and ride leaders, also supporting returning cyclists with confidence building rides. They ran two online writing workshops and encouraged participants to create a piece of work describing their experience learning to ride. They then held a reading of the work at a Ride on Sistas event with the writers' consent the work was compiled as a PDF which will be available to share and will encourage others to learn to ride and celebrate and normalise cycling within the community.

Outcome:

Ride on Sistas (RoS) has taught so many women to ride and introduced them to the joys of cycling. By their own account this has had a profound effect on the lives of these women and their self-perception. This project allowed the participants to reflect on their achievements and celebrate them and is a powerful tool to encourage more women to take up cycling for health and fitness and to support personal independence.

Successful applications

Between April 2023 and March 2024, out of 566, a total of **441** applications were successful in receiving Ward Funding. The following table provides details of the number of successful applications per constituency:

Constituency	Number of applications received for consideration	Number supported up to £500	Number supported over £500	Total Number of applications supported	Total Number of applications not supported
East	193	90	52	142	51
South	210	86	80	166	44
West	163	90	43	133	30
Total	566	266	175	441	125

Types of ward funded activity

Ward Funding was provided for a number of local priorities and events determined by ward Councillors. As part of analysing the successful applications, each project/activity was identified under the most appropriate category relative to the purpose of funding.

The categories are identified as follows:

Category	Description
Arts /Cultural/Celebration Events	Events that are specified as key cultural aspects, can sometimes be inclusive around religion for example Holi Celebrations, Eid Celebrations, Christmas, and Halloween events that are open and welcome to all.
Community and Social Events	A way of promoting community cohesion, to integrate and network such as family fun days, day trips and lunch clubs.
Developing and Supporting Communities	To meet the current needs of the community, making neighbourhoods stronger and empowering for sustainable development such as mental health advice in school projects, community events and foodbanks.

Education and Improving Skills	Projects that support the community in gaining further skills such as ICT, numeracy and literacy, employability and self-confidence projects.
Environmental Events/Projects	Improving the environment throughout neighbourhoods and communities such as City Warden clean ups, clearing fly tips, litter picking campaigns, and work in Parks with volunteers.
Sports and Leisure	A way of improving health and well-being through sports and leisure such as footballing events, various sporting activities, indoor bowls, knitting clubs, art groups and exhibitions.
Traffic and Highways	Work/initiatives around highway improvements, speeding and raising awareness throughout the community, and traffic safety including installation of bollards.

The table below provides an outline of the number of applications supported across the different types of activity.

Constituency	Type of activity							Total
	Arts & Culture	Developing & Supporting Communities /Volunteering	Education and Improving Skills	Environmental Events/ Projects	Community / Social events	Sports/ Leisure	Other	
East	12	60	15	2	16	20	17	142
South	13	85	2	11	22	21	12	166
West	11	63	6	5	21	9	18	133
Total	36	208	23	18	59	50	47	441

The following table provides details of the amount of funding awarded in support of activities across the different categories. The total awarded was **£353,702**.

Constituency	Type of activity							Total
	Arts & Culture	Developing & Supporting Communities /Volunteering	Education and Improving Skills	Environmental Events/ Projects	Community / Social events	Sports/ Leisure	Other	
East	£6000	£48,467	£9475	£2800	£12,212	£14,086	£15,504	£108,544
South	£8819	£75,011	£750	£7105	£25,573	£16,798	£6841	£140,897
West	£8490	£39,989	£5500	£9900	£13,110	£10,580	£16,692	£104,261
Total	£23,309	£163,467	£15,725	£19,805	£50,895	£41,464	£39,037	£353,702

Case study

Ward: Aylestone.

Amount awarded: £1000.

Project name: Old Aylestone Choir.

Summary of activity/event:

The Old Aylestone Choir are a not-for-profit community vocal group for all ages. That meet weekly to sing, and rehearse for community concerts, and festivals. The Old Aylestone Community met for over eighteen years, however, the previous national Covid -19 pandemic restrictions prevented the choir from meeting to sing, and plan for their community events. Consequently, through the inability to meet, and loss of regular subscription payments, the choir disbanded. The lifting of the restriction found some of the original members at a loss as they missed the benefits that being a member of the choir provided. They subsequently, applied for ward funding to assist in re-establishing the choir. The Old Aylestone Choir successfully secured ward funding, towards the cost of room hire, and music scores, enabling the Choir to re-form and to build up their resources once again for a sustainable future.

Outcome:

The Old Aylestone Community Choir, are once again up and running, meeting weekly to sing and rehearse for their summer concert, and festive carol service which in turn support the local community to come together. Funds raised from the events are donated towards the LOROS Charity. The Choir states that the benefits of being a member of the Choir are an improvement to health and well-being of improved circulation, breathing and cerebral activity, and improved posture, and an overall sense of well-being.

Volunteer engagement

The table below provides information about the estimated number of volunteers engaged in organising, coordinating, and delivering ward funded activities.

Constituency	Total volunteers	Number of sessions / Activities	Total volunteer hours
East	1500	2764	3831
South	1375	2863	2697
West	857	3125	2922
Total	3732	8752	9450

Council schemes

Through discussions with residents and Council services, ward specific priorities or issues are often identified. A total of 37 applications for Council led projects/schemes were awarded Ward Funding to a total value of **£52,691** (14% of the total amount of funding awarded) to help address local issues and priorities that could not be funded by core service budgets. The table below provides details of the service areas that received funding in 2022/23.

Service area	Number of schemes	Amount of funding
City Wardens	7	£12,469
Festivals/Events	1	£2,000
Highways/Transport	2	£2,030
Housing	2	£9,815
Libraries	20	£15,090
Parks	5	£10,287
Total	37	£51,691

Declared 'Other Sources' of Funding

As part of the application process, applicants show how the projects/activities are supported through other sources of funding. In total £339,708 of matched funding was leveraged through the Ward Funding scheme. On average, for every £100 of ward

funding granted, an additional £96 was leveraged through matched funding. The table below shows the matched funding by constituency area:

Constituency	Amount
East	£54,087
South	£232,693
West	£52,928
Total	£339, 708

Culture and Neighbourhoods Scrutiny Review

The Culture and Neighbourhoods Scrutiny Committee developed a task group to look into the ward funding process. The group made recommendations to make the process of applying for, and the allocation of ward funding clearer, more efficient and allocated more effectively to provide optimal benefit to the ward and value for money. At the informal meeting on 20 February 2024, members endorsed the following set of proposed recommendations:

- a) That wording be added to the Ward Community Funding Policy to clarify that:
 1. Applications demonstrating self-sustainability, value for money and in particular the use of match funding are highly encouraged.
 2. The size and resources of the applicant are likely to be considered when determining the merits of a grant application.
 3. New applicants (within each financial year) will be prioritised to support as many different community organisations as possible.

This guidance will help officers to present information on bids back to Councillors on the assessment form.

- b) That information in the guidance to let applicants know where they can find support be made clearer and moved to Section 2, to encourage applications from groups who are not used to the process.

- c) To provide tools for Councillors to establish Ward priorities – the budget setting sheet, and to include a prompt for officers to assess bids against ward priorities where these have been set.
- d) For prompts to be added to the Assessment Form template for officers to record the size/resources/financial standing of applicants – to enable Ward Councillors to assess the status and resources of different organisations.
- e) Ward Community Engagement Officers to encourage information for larger bids to be more detailed.
- f) Following any changes made, training be given to Ward Councillors on the new procedures.
- g) That the current three deadline dates for considering applications over £500 be dropped.

In response to the recommendations an updated Ward Funding Policy has been produced to reflect the recommendations.

In addition, an updated assessment spreadsheet provides additional information and assessments to better support councillors in their decision making.

The updated documents are provided for review, with a recommendation the Policy be published following the meeting of Culture and Neighbourhoods Scrutiny Committee on 4th November.

Appendices

- A. Ward Community Fund Policy (draft update)
- B. Assessment template (updated)

Ward Community Funding Policy



1. What is Ward Community funding?

- Each ward has been allocated a yearly budget of £18,000 which can be used to support activities, events and projects that bring benefits to that ward. This guidance explains how individuals, groups, and organisations can apply for Ward Community funding, how funding decisions are made, and what applicants can expect during the application process.
- Elected Members are keen to support a wide range of activities and for this reason are unlikely to support proposals which would take up a large proportion of their funds. Elected Members also have the flexibility to make local arrangements for their ward to set limits on how much funding can be allocated to each application.

2. Support for Applicants

- Support is available for applicants. No previous experience is necessary to complete an application.
- If you need help or advice on completing the form, please contact the Council's Ward Engagement Team:

By Phone: **0116 454 1940**

By Email: community.meetings@leicester.gov.uk

- If you need support to access the web application form please feel free to visit any of our [libraries and multi-service centers](#) where we will be able to assist you to contact the Ward Engagement Team or take you to the appropriate area online using the Council's free public access computers.

3. What will not be funded?

- Ward Community funding **cannot** be used for the following:
 - Staffing, except temporary staff or specialist staff brought in to do a specific and short-term piece of work (for up to a maximum of 12 months)
 - Full costs of infrastructure, running costs or capital investment
 - Recoverable VAT – Ward Funding cannot be awarded for monies that will be reclaimed back as recoverable VAT by the applicant / organisation
 - Any liability arising out of illegality or negligence
 - Any form of gambling (except small fundraising activities e.g., raffle, tombola)
 - Exclusively religious activity

- Political activity
- Applications where previously awarded funds have not been accounted for with an evaluation and evidence of expenditure
- An event or activity which has already taken place e.g. an application that is submitted after the activity, event, or project has taken place (Retrospective Application).

3. Who can make a Ward Community Funding application?

- Applications will be considered that are made by individuals, community groups, voluntary organisations, statutory agencies, and partners, that live, work, or have any other interest in the ward.
- Applications demonstrating self-sustainability, value for money and in particular the use of match funding are highly encouraged.
- The size and resources of the applicant are likely to be considered when determining the merits of a grant application
- Within each year first time applications will be prioritised to support as many different community organisations as possible. However, repeat applicants in the same or concurrent financial year, provided that the activity, event or project is different.
- Applications can be made to a maximum of three wards, for which applicants must be able to demonstrate benefits spanning across all three wards.
- Elected Members are not permitted to submit funding applications and must declare any interest in applications submitted where applicable.

4. How to make an application?

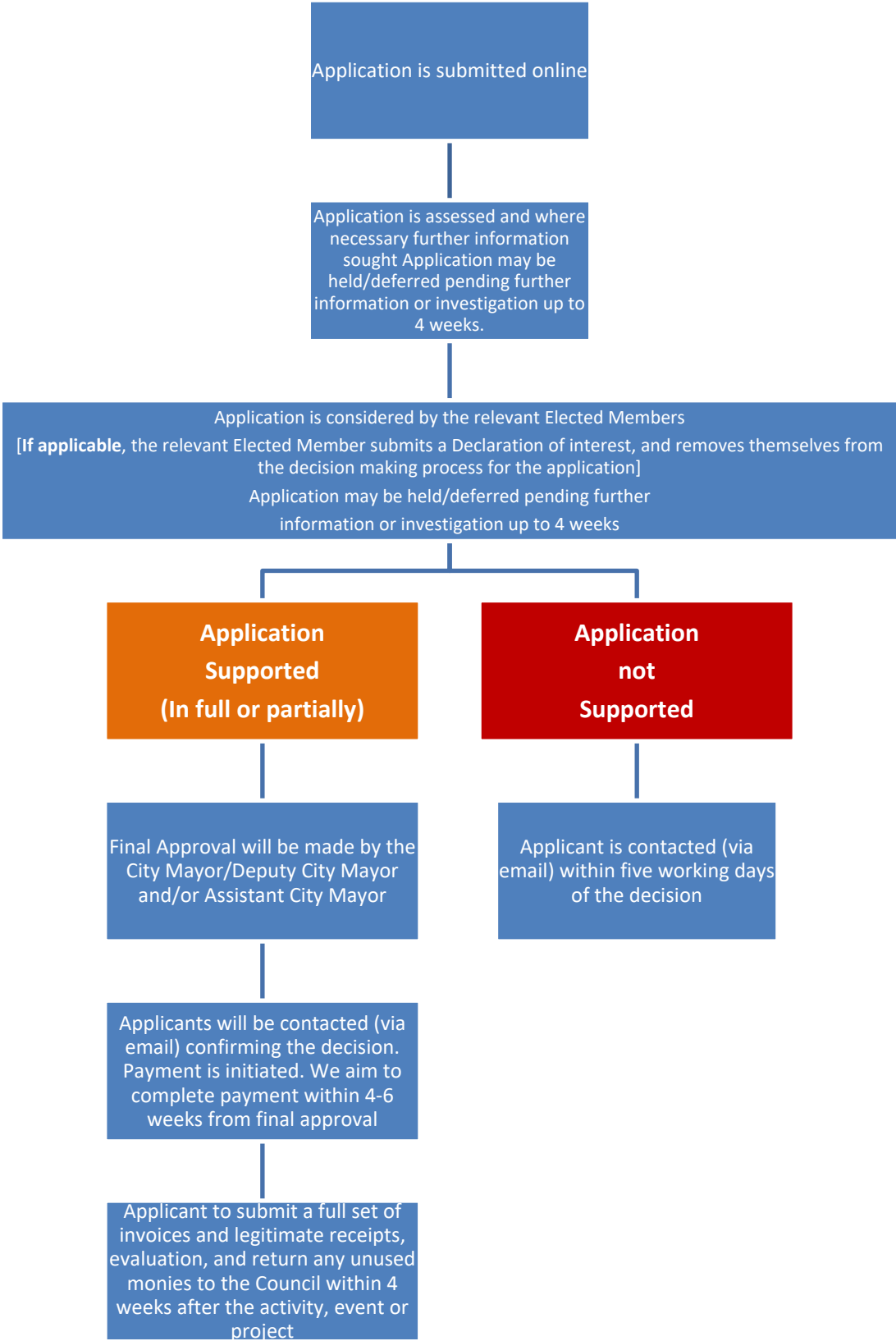
- Applications should be submitted using the Council's Web application form. [Please click here to access the application form.](#)
- **All sections of the form must be completed.**
- Having the following information available in advance will assist you when completing the application form:
 - Number of people attending from the ward(s)
 - Number of people attending from outside the ward(s)
 - Number of Volunteers involved

- Date of the event/activity/project
 - Previous funding received in the past five years
 - Audited accounts (where applicable)
 - DBS information, if working with unsupervised children (under 16) or vulnerable people
 - Risk Assessment
 - Public Liability Insurance (where required)
 - Full breakdown of your expenditure, including costs
 - Full Bank Account details
 - Name and contact details, including date of birth, of the person responsible for the finances.
- **Please note that you may be required to provide additional information, or clarify information submitted in your application, as part of the application and assessment process.**

5. When to apply?

- You should submit your application as soon as possible – especially if it is for an activity, event or project that will take place at a specific time during the year.
- **Applications should be submitted a minimum of 6 weeks before the start date of the activity.**
- **Remember that funding cannot be made for activities, events or projects that have already taken place (i.e. retrospectively) so it is vital you submit your application in time.**
- It can take up to 6-8 weeks after the submission deadline for decisions to be made. This is to allow sufficient time to make further enquiries relating to the application, if necessary, and to provide an opportunity for the Elected Members to carefully consider the applications before a final decision is made

6. Application process



7. Funding conditions for successful applications

- Funding must only be used for the purpose for which it was awarded, as set out in your application and/or any other agreed conditions approved in writing.
- Full evaluation and proof of expenditure should be submitted within four weeks from the end of the activity, event or project, or as outlined in the outcome email.
- The Council may reject applications for any future funding and/or require you to repay funding and return items purchased with Ward funding if:
 - You do not use the funding for the purpose for which it was issued or for a purpose which it cannot be used.
 - Your organisation closes, or sells, or transfers, or ceases to carry out the activity, event or project.
 - You significantly change the activity, event or project for which the funding was given without our prior written approval.
 - You have given false or misleading information to us.
 - Full evaluation and proof of expenditure (only legitimate receipts are acceptable) has not been submitted at the end of your activity.
- You must acknowledge the funding we give you in your publicity and other similar literature (where appropriate).
- Funding must not be used for activities, events or projects that would bring the Council into disrepute.
- The Council shall not be responsible for liability to third parties, for any debts or liabilities you incur or that are incurred through any act or omission by you. Any such debts or liabilities shall be your entire responsibility.
- The Council shall not be responsible for the omission of undertaking, and implementing a full risk assessment, and the implementation of the control measures, this is your entire responsibility.
- The Council shall not be responsible for the purchase of the Public Liability insurance, where required this is your entire responsibility.
- **Safeguarding** – where the activity, event or project falls within the definition of a regulated activity relating to children and/or to vulnerable adults, the group/organisation shall ensure that all individuals engaged in the activity, event or project are:
 - Subject to a valid enhanced disclosure check undertaken through the

Disclosure and Barring Service (DBS) including a check against the adults' barred list or the children's barred list, as appropriate; and

- Shall not employ or use the services of any person who is barred from, or whose previous conduct or records indicate that they would not be suitable to carry out Regulated Activity or who may otherwise present a risk to users.
- A Risk Assessment should be completed for your activity, event or project, and where applicable public liability insurance must be obtained.

8. Where can I get further information?

More information about Ward Community Funding and the application process can be found on the [Ward Community](#) pages on the Council's website.



WARD FUNDING APPLICATION ASSESSMENT

Application Number: **FS**

To	
Ward(s) applied to	
From	
Cc	Area Manager
Name of Applicant	
Name of Project /Activity /Event	
Amount Requested	
Date or Timescale for Delivery	
Date of Application	
Date of Assessment	

Type of org.	Estimated number of attendees		No. of Volunteers	Balance as per accounts
	From Ward(s)	From City		

Recommendation

Ward Councillors are recommended to **Support/Reject** this application on the assessment provided by the Ward Community Engagement Officer as summarised below.

Assessment

Policy considerations:
 The application does/does not breach Ward Funding Policy.
 The application does/does not potentially bring the council into disrepute.
 There are/are no potential liability considerations.

(Assessment Guidance for Ward & Community Engagement Officers)

This application does not appear to breach Ward Funding policy. **However....**

Ward Councillors are asked to consider the application with this in mind.

(Do not use as headers but as guidance to find out more and include)

- Breakdown of residents per ward for joint applications, with postcodes if possible
- Cost per person / value for money?
- Verification of details and facts in application
- Does similar activity exist in ward?
- Test equality and fairness
- Confirm plans for becoming self-sustaining, how is this demonstrated?
- **Does this align with ward councillors priorities where these have been set?**
- **Consider size/resources/financial standing of organisation**

Total ward funding received in the last 5 years:

No.	Assessment Questions	Yes	No	N/A	Comments
1	Does the applicant have a constitution?				
2	Does the applicant have audited accounts for the previous financial year? <i>If Yes, are there concerns?</i>				
3	Has the application been checked for red flags or concerns?				
4	Has the applicant had any other funding including public funds as part of this application?				
5	Are there any outstanding evaluations for previously awarded funding?				
6	Has this activity received Ward Funding in the current financial year?				
7	Will participants be charged or be asked for donations, including subscriptions/memberships? If Yes how much				
8	Will the applicant complete a Risk Assessment and take responsibility for actions?				
8.1	Will the applicant purchase Public Liability Insurance?				
9	Are there any concerns involving Safeguarding?				
10	Will the funding be used for				
10.1	Ongoing staffing costs?				
10.2	Full costs of infrastructure, running or capital costs?				
10.3	Is the organisation VAT registered? If yes will they be recovering VAT?				
10.4	Any liability arising out of illegality or negligence?				
10.5	Any form of gambling except small fundraising activities such as bingo or raffle?				
10.6	Wholly religious activity or an activity that seeks to promote a faith or belief as their main purpose?				
10.7	Political activity?				

10.8	An activity that has already taken place?				
11	Will the event/project go ahead without funding?				
12	Does the application or activity meet the Council's Public Sector Equality Duty?				
13	Has the applicant or activity been given due consideration in line with PREVENT guidance?				
14	Is the application for funding for a cultural celebration? <i>If Yes, is it open to whole community?</i>				
15	Will the event/project attract people from the whole community? <i>If No, please state who it is for</i>				
16	Have the necessary permissions been obtained from LCC for the event/project? <i>If so from which service(s) / officer?</i>				
17	How will the activity be publicised?				
18	Which age group does the event/project target?				
19	Is the applicant a statutory public service? <i>If Yes is this programme part of your mainstream work?</i>				
20	Is the applicant a local or national group?				

**Culture and Neighbourhoods Scrutiny Commission
Work Programme 2024 – 2025**

Meeting Date	Item	Recommendations / Actions	Progress
8 July 2024	<ul style="list-style-type: none"> 1) Terms of Reference 2) Leicester Museum and Art Gallery – Call-in 3) Introduction to Culture and Neighbourhoods Services Scrutiny Commission 4) VCSE Delivery Plan 	<ul style="list-style-type: none"> 4) A) Members encouraged to attend VCSE event. B) Members to let officers know of any small organisations in their ward that could benefit from the VCSE strategy. 	<ul style="list-style-type: none"> 4) A) Invitation will be sent out when ready B) Meetings being worked through with Cllrs to discuss their wards and groups within them.
22 August 2024	<ul style="list-style-type: none"> 1) Culture and Creative Industry Strategy 2) Community Safety and ASB informal response. 	<ul style="list-style-type: none"> 1) A) Consideration to be given to stencilling directions between attractions on pavements B) Meeting to be convened for members to inform the final report. 2) A) City Centre On-Street Issues and Shoplifting to be added to the work programme. B) Update on HASBO and CRASBU to be brought back in 12 months - potentially to include Cuckooing 	
4 November 2024	<ul style="list-style-type: none"> 1) Burial Strategy – Annual Report 2) Heritage Lottery Fund (Place Programme Funding) 3) Study Zones and Library IT Provision 4) Ward Funding Annual Report – Including policy update. 	<ul style="list-style-type: none"> 3) Information report on study desks in libraries that allow people to use the WiFi and study. It also shows how this links to the other services provided by the library. 	

Meeting Date	Item	Recommendations / Actions	Progress
16 January 2025	<ol style="list-style-type: none"> 1) Waste Strategy Update 2) Sports Strategy – Including Active Leicester and Women in Sport – Annual Update 3) Grassland Maintenance Report 4) Growing spaces strategy 5) Museum Strategy - Engagement in Museum Teams 6) Draft General Revenue Budget and Capital Programme 2025/26 	<ol style="list-style-type: none"> 2) Following discussion at the meeting of 5 December, it was requested that the report come back to the commission around 6-months later when it was fuller and the findings of the seminar were known. It was later decided to combine this with the report on Women in Sport, To include indicators of success, information on bodies that can help promote Women’s engagement in sport, other groups with protected characteristics such as disability sport and data broken down into, for example, age and ethnicity, as suggested at the meeting on 24 October 2023, with a possibility of a Board looking at this. 3) To include areas for recreation and sports. 4) To include seed and produce exchange. 	
27 February 2025	<ol style="list-style-type: none"> 1) Engagement of Community Organisations 2) Tree Strategy 3) City Centre On-Street Issues 4) Shoplifting 	<ol style="list-style-type: none"> 1) Report on how community organisations could be engaged to help the Council run services as requested at the meeting of 29 January. 3) To include issues surrounding delivery riders. 	

Meeting Date	Item	Recommendations / Actions	Progress
3 April 2025	1) Tourism Strategy Update 2) Festivals and Events Review update		

Forward Plan Items (suggested)

Topic	Detail	Proposed Date
Update on HASBO and CRASBU	To be brought back in 12 months from 2024 report.	
Museum Strategy Capital Investment - Jewry Wall/LMAG		
Selective Licensing Update		
Discretionary Licensing		
Library and Community Needs Assessment		
Heritage panels, inviting members suggestions for new panels		
Food Service Plan Update		

VCSE Engagement Strategy - delivery items of particular interest for further update	To include info on how community organisations could be engaged to help the Council run services as requested at the meeting of 29 January. Also including a view of volunteer effort and the opportunities that volunteers were taking part in.	
CCTV Overview	Moved from November	
Fly-tipping strategy	Moved from November	