

**OVERVIEW AND SCRUTINY  
(ECONOMIC WELL-BEING)  
STUDY TEMPLATE**

| AREA OF REVIEW   | DETAILS/COMMENTS   |
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| <b>Title of Study</b><br>(name of Working Group)                                       | Grant Aid Working Group  |
| <b>Appointing Panel</b>  | Overview and Scrutiny Panel (Economic Well-Being)<br>Formerly Overview and Scrutiny Panel (Service Delivery)   |
| <b>Members Assigned</b><br>(including date Working Group appointed)                    | Date Appointed: 3 <sup>rd</sup> July 2007<br><br>Councillors Mrs M Banerjee, P G Mitchell and J S Watt.<br><br>In addition, former District Councillor D A Giles was appointed on to the Working Group and assisted with the investigations up until April 2008.   |
| <b>Possible Co-Options to the Group</b>  | None identified.   |
| <b>Interests Declared</b>  | None declared.   |
| <b>Rapporteur</b>  | Councillor P G Mitchell.   |
| <b>Officer Support</b>   | Miss H Ali, Democratic Services Officer, HDC<br>Mr A Roberts, Scrutiny and Review Manager, HDC<br>Mr S Plant, Head of Housing Services, HDC<br>Mr F Mastrandrea, Policy and Enabling Officer, HDC<br>Mr K Tayler, Private Sector Housing Officer, HDC<br>Mr S Ingram, Head of Planning Services, HDC<br>Mr R Probyn, Planning Policy Manager, HDC<br>Mr I Leatherbarrow, Former Head of Policy and Strategic Services<br>Dr S Lammin – Head of Environmental and Community Health Services<br>Mr D Smith – Community Team Manager<br>Mrs K Shaw – External Funding Officer |
| <b>Purpose of Study / Objective</b><br>(specify exactly what the study should achieve) | To undertake a review of the processes involved in applying for community grant aid and the effectiveness of grant schemes.  |
| <b>Rationale</b><br>(key issues and/or reason for conducting a study)                  | The suggestion for the study emerged from the Panel's previous investigations into the Small Scale Environmental Improvements Scheme, where the recommendations arising from the study had been endorsed by the Cabinet and implemented by the Council.  |
| <b>Terms of Reference</b>  | As above, and additionally, the following:- <ul style="list-style-type: none"> <li>• To identify the purpose of each scheme having regard to the Council's priority contained in Growing Success;</li> <li>• To investigate the criteria for assessing applicants' eligibility under each scheme;</li> <li>• To investigate the methods adopted to publicise the availability of grant funding;</li> <li>• To investigate the application process for each scheme;</li> <li>• To be informed of Officer/Member involvement during</li> </ul>                               |

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|   | <p>the approval process; and</p> <ul style="list-style-type: none"> <li>To investigate external sources of funding, specifically, the level of funding attracted by the Council and the application procedure.</li> </ul> |
| <b>Links to Council Policies/Strategies</b> | <p>Link to Council Aim: To Maintain Sound Finances.<br/>Link to Community Am: Developing Communities Sustainably.</p>   |

| <b>ACTION BY WORKING GROUP</b>  |  |
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| <b>Methodology / Approach</b><br>(what types of enquiries will be used to gather evidence)              | Discussions with all of the Officers within the Council previously identified.   |
| <b>External/Specialist Support</b>  | N/A  |
| <b>Existing Documentation</b>   | <p>Minutes and Reports of the meeting of the Overview and Scrutiny Panel (Service Delivery) – 3<sup>rd</sup> July 2007.<br/>2006/07 – HDC Grant Aid News Release.<br/>2008/09 HDC Capital Grant Aid News Release.<br/>Voluntary Sector Commissioning Report – Report by the Head of Environmental and Community Health Services.<br/>HDC CAB Commissioning Agreement Document.<br/>HDC Grants Award Information – Report by the Head of Financial Services.<br/>HDC Grant Application Handbook and Application Form ~ Capital and Revenue.<br/>Listed Building / Shopmobility / Shopfront / Transportation / Home Repairs / Voluntary Grants.<br/>HDC Grant Awards Scheme.<br/>Six Month Review of Capital and Revenue Grant Aid Awards 2008/09 – Report by the Head of Environmental and Community Health Services.</p> |
| <b>Evidence to be Obtained</b><br>(e.g. witnesses, documents, site visits, consultation, research, etc) | Discussions with all Officers identified above.  |
| <b>Reference Sites</b>  | HDC Website:- <a href="http://www.huntsdc.gov.uk">www.huntsdc.gov.uk</a>   |
| <b>Investigations</b>   | As outlined above.   |
| <b>Witnesses</b>  | <p>As above and in addition the following Councillors:-</p> <p>Councillor Mrs D C Reynolds, Executive Councillor for Housing and Public Health.<br/>Councillor T V Rogers, Executive Councillor for Finance and Environment.</p>   |
| <b>Site Visits (if necessary)</b><br>(where and when)   | N/A  |
| <b>Meetings of the Working Group</b>  | <p>24<sup>th</sup> October 2007.<br/>1<sup>st</sup> February 2008.<br/>20<sup>th</sup> March 2008.<br/>26<sup>th</sup> March 2008.</p>   |

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|  | 9 <sup>th</sup> April 2008.<br>7 <sup>th</sup> May 2008.<br>24 <sup>th</sup> July 2008.<br>24 <sup>th</sup> October 2008. |
| <b>Costs</b><br>(resource requirements,<br>additional expenditure, time) | Officer time – both to provide support and conduct research.  |
| <b>Possible Barriers to the Study</b><br>(potential weaknesses)          | None currently identified.  |
| <b>Projected Timescale</b><br>(Start and end times)                      | Start: January 2009<br>End: July 2009.  |