

**When telephoning, please ask for:** Tracey Coop  
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**Email** democraticservices@rushcliffe.gov.uk

**Our reference:**  
**Your reference:**  
**Date:** Wednesday, 11 May 2022

To all Members of the Member Development Group

Dear Councillor

A Meeting of the Member Development Group will be held on Thursday, 19 May 2022 at 6.00 pm in the Council Chamber, Rushcliffe Arena, Rugby Road, West Bridgford to consider the following items of business.

This meeting will be accessible and open to the public via the live stream on YouTube and viewed via the link: <https://www.youtube.com/user/RushcliffeBC>  
Please be aware that until the meeting starts the live stream video will not be showing on the home page. For this reason, please keep refreshing the home page until you see the video appear.

Yours sincerely



Sanjit Sull  
Monitoring Officer

### **AGENDA**

1. Apologies for Absence
2. Declarations of Interest
3. Minutes of the Meeting held on 28 February 2022 (Pages 1 - 6)
4. Become a Councillor Guide and Events (Pages 7 - 8)  
The report of the Service Manager – Corporate Services is attached.
5. Review of Councillors Community Support Scheme (Pages 9 - 20)  
The report of the Service Manager – Corporate Services is attached.

Rushcliffe Borough  
Council Customer  
Service Centre

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Gordon Road  
West Bridgford  
Nottingham  
NG2 5LN

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[www.rushcliffe.gov.uk](http://www.rushcliffe.gov.uk)

**Opening hours:**  
**Monday, Tuesday and Thursday**  
8.30am - 5pm  
**Wednesday**  
9.30am - 5pm  
**Friday**  
8.30am - 4.30pm

**Postal address**  
Rushcliffe Borough  
Council  
Rushcliffe Arena  
Rugby Road  
West Bridgford  
Nottingham  
NG2 7YG

## Membership

Chairman: Councillor R Mallender

Councillors: B Buschman, T Combellack, G Dickman, B Gray, D Mason, A Phillips, K Shaw and G Williams

### **Meeting Room Guidance**

**Fire Alarm Evacuation:** In the event of an alarm sounding please evacuate the building using the nearest fire exit, normally through the Council Chamber. You should assemble at the far side of the plaza outside the main entrance to the building.

**Toilets:** Are located to the rear of the building near the lift and stairs to the first floor.

**Mobile Phones:** For the benefit of others please ensure that your mobile phone is switched off whilst you are in the meeting.

**Microphones:** When you are invited to speak please press the button on your microphone, a red light will appear on the stem. Please ensure that you switch this off after you have spoken.

### **Recording at Meetings**

The Openness of Local Government Bodies Regulations 2014 allows filming and recording by anyone attending a meeting. This is not within the Council's control.

Rushcliffe Borough Council is committed to being open and transparent in its decision making. As such, the Council will undertake audio recording of meetings which are open to the public, except where it is resolved that the public be excluded, as the information being discussed is confidential or otherwise exempt



## **MINUTES OF THE MEETING OF THE MEMBER DEVELOPMENT GROUP MONDAY, 28 FEBRUARY 2022**

Held at 6.00 pm in the Council Chamber, Rushcliffe Arena, Rugby Road, West  
Bridgford

### **PRESENT:**

Councillors R Mallender (Chairman), T Combellack, G Dickman, B Gray,  
D Mason, A Phillips, K Shaw and G Williams

### **OFFICERS IN ATTENDANCE:**

C Caven-Atack

Service Manager - Corporate  
Services

T Coop

Democratic Services Officer

### **APOLOGIES:**

Councillors B Buschman

### **15 Declarations of Interest**

There were no declarations of interest.

### **16 Minutes of the Meeting held on 28 April 2021**

The minutes of the meeting held on 28 April 2021 were approved as a true  
record of the meeting.

### **17 2022 Be a Councillor Guide**

The Service Manager – Corporate Services presented a report which included  
the 2018 Be a Councillor Guide to assist with the development of a 2022  
equivalent, which is due to be published in summer in line with the 'party'  
nomination processes.

The Group noted the updates and changes required to bring the 2018 Be a  
Councillor Guide up to date and were asked to identify any further changes  
they feel needed to be made. Some additional content ideas put forward by  
officers were provided for the Group to consider as follows:

- Section on diversity – councillors from all backgrounds and experiences are  
required to represent the community – possibly with some demographic  
information
- What I wish I'd known four years ago – section specifically focusing on the  
experiences of new Councillors in 2019

In addition, the Service Manager – Corporate Services highlighted further activities to support and run alongside the publication of the 2022 Be a Councillor Guide:

- Outreach events for prospective councillors (mainly at the Town and Parish level) in three or four different locations across the Borough – presentation and FAQs led by the Chief Executive.
- Social media campaign including a number of videos with councillors – preferably highlighting younger councillors, those from non-white backgrounds, and those that have achieved something tangible (and therefore engaging on video) for their community

The Group welcomed the ideas suggested by officers and felt the guide offered a good understanding of what being a Councillor entailed. The Group offered some additional ideas in respect of encouraging new Councillors.

These included:

- Inviting prospective candidates to come along to Council meetings to see what goes on and how decisions are made – This could include edited YouTube and social media reels of past meetings where noticeable decisions had been made.
- Encouraging existing Councillors to get involved – providing quotes for the 2022 Be a Councillor Guide and being on hand to provide a face to face dialogue with prospective candidates.
- Encouraging more diversity – ethnicity and disability and how the Council can adapt its ways or working to encourage new candidates – Including accessibility to Council meetings

It was RESOLVED that the Member Development Group:

- a) Noted and agreed the changes contained in paragraph 4.1
- b) Noted and agreed the new content contained in paragraph 4.3
- c) Noted and agreed the supporting activities outlined in paragraph 4.5
- d) Approved that officers could move forward with the 2022 Be a Councillor Guide and associated activities to promote the role of a Councillor in advance of the May 2023 Borough, Town and Parish elections.

## 18 **Councillors Training - Update**

The Service Manager – Corporate Services presented a report to update the Group on the current position in regard to Councillor Learning and Development.

The Service Manager – Corporate Services reminded the Group that the Council at its meeting in July 2021 adopted a new Councillor Learning and

Development Policy. The Policy contains a number of key learning and Development Principles including the completion of all mandatory training within 12 months of becoming a Councillor, which was extended to December 2021 due to Covid-19. A dispensation for training undertaken with other employers was also included to avoid the need for Councillors to do mandatory training such as GDPR more than once.

A table was provided that shows Councillors' progress towards completing mandatory or essential training in line with the Councillors' Learning and Development Policy. The Service Manager – Corporate Services highlighted five mandatory sessions which Councillors must undertake before serving on a specific committee: These are for Planning, Licensing, Standards, Employment Appeals and Interviewing Committees. In addition, the Group were advised of five essential face-to-face training sessions: Budget Briefing and Enforcement Briefings that all Councillors must attend and three sessions that are open to all Councillors but are only essential if certain committee positions are held, these are: scrutiny training, treasury management and risk management training.

The Service Manager – Corporate Services advised the Group that the Council's internal auditors conducted an audit on the Council's Corporate Governance arrangements. This resulted in a 'moderate rating' of assurance and concluded that there was a medium risk that Councillors had not received adequate training and development to fulfil their roles. The auditors made three recommendations as follows:

- A schedule of Member training, which prioritises Members on Regulatory Committees should be monitored by the Member Development Group, and Chairs of the respective Committees
- After a reasonable time (approx. 3 months), non-compliance with training should be reported to the Standards Committee.
- The Council should ensure that all future training for Councillors is included in the central training spreadsheet

The audit findings were reported to Governance Scrutiny Group at its meeting in November 2021. Since then the following actions have been undertaken:

- A planning training event was held on 19 January 2021 and was attended by 27 Councillors (one councillor nominated to the committee has still not received the mandatory training)
- Licensing training booked for April 2022 (unable to schedule earlier due to staffing issue)
- A skills audit for Governance Scrutiny Group members will be undertaken after Annual Council to ensure the right mix and level of skills is present within the Group (this is in line with new Treasury Management Code requirements).

Members asked specific questions in respect of Councillor engagement and commented that individuals learn in different ways. It was suggested that the word training be replaced by development or update and that a combination of face-to-face and online sessions were a good format going forward.

In respect of e-learning there was a mix of views from members, some really disliked e-learning and found the process cumbersome, advising that there were issues with multiple login stages and passwords, and some members experienced issues with completing the modules. It was suggested that Councillors be provided with a link that would direct them to the relevant e-learning, whether it be mandatory (GDPR) or essential learning. The Service Manager – Corporate Services confirmed that this was already being looked in to by ICT.

Members were asked for their view on introducing sanctions to encourage attendance at training sessions. Members expressed that Councillors did not do the work for the money and holding back their allowance due to non-attendance at training sessions would not work. It was noted that Councillor attendance at meetings was recorded and published to the Council website.

Members welcomed the Councillors individual training records and found the information within it useful. It was suggested that reminders be sent to members in respect of mandatory e-learning and perhaps a traffic light system be introduced to manage Councillors development expectations and sharing this information with Committee Group Chairs to encourage and remind members to attend any specific training sessions required to fulfil their roles.

In respect of improvements to Councillor development post 2023 induction and whether any changes to the induction programme were required, The Service Manager – Corporate Services asked for members thoughts on whether the programme could be condensed from 6 weeks to 2 days, perhaps over the weekend post-election, with follow up training over the year. Members advised that this would not suit all and did not think asking a new Councillor to attend a 2 day or weekend session immediately after a busy election was appropriate.

Members were in agreement that a planned programme was required, using a combination of intensive training initially, using good quality presenters/officers and perhaps encourage existing Councillors to share their wealth of experience either in small group sessions or as a one-to-one format, following up with further development sessions over the year. It was also suggested that new candidates be encouraged to attend Council meetings, so they have a basic understanding of what being a Councillor involves.

It was RESOLVED that the Member Development Group:

- a) Noted and approved the information provided by officers in relation to Councillor Learning and Development.
- b) Provided actions and ideas that addressed the concerns raised in the officers report in relation to Councillor Learning and Development.

## 19 **East Midlands Councillor Development Charter**

The Service Manager – Corporate Services presented a report which provided the Group with information against the Councillor Development Charter Self-Assessment Document, with the aim to provide context about the future

direction of the Member Development Group at Rushcliffe. A copy of the Self-Assessment Document was provided as an appendix to the report.

The Service Manager – Corporate Services asked members whether they had identified anything in the document that could improve the development offer by learning from other authorities or bodies such as East Midlands Councils, with the emphasis on ensuring that all Councillors are appropriately developed and supported to effectively carry out their roles.

Members agreed that it was useful to look at other authorities to identify opportunities to do things differently and improve member development outcomes. It was suggested that a 'get to know you' interview to see what knowledge and skills members could provide or a mentoring scheme for newly elected Councillors provided by existing and more experienced Councillors.

Overall, the Group felt that the Charter provided little value or benefit to Rushcliffe. The Chairman suggested adapting elements within the charter that would best fit the Council in improving its Member Development programme going forward.

It was RESOLVED that Member Development Group

- a) Noted the Officer Self Assessment
- b) Agreed not to pursue the Councillor Charter Status but to incorporate elements of the Charter to improve the Councils Member Development programme.

The meeting closed at 7.25 pm.

CHAIRMAN

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## **Member Development Group**

**Thursday, 19 May 2022**

## **Become a Councillor Guide and Events**

### **Report of the Service Manager – Corporate Services**

#### **1. Purpose of report**

- 1.1. In February 2022, the Group considered the 2018 “Be a Councillor Guide” and made a number of insightful suggestions about the 2022 version of this document. They also considered the supporting events and media campaign that ran alongside the publication of the document.
- 1.2. This report presents the draft document and associated media campaign for information.

#### **2. Recommendation**

It is RECOMMENDED that Member Development Group endorse the campaign and Become a Councillor Guide for 2022.

#### **3. Reasons for Recommendation**

- 3.1. To enable officers to publish the 2022 “Become a Councillor Guide” and deliver the associated events and media campaign with existing Councillor’s support.

#### **4. Supporting Information**

- 4.1. A draft copy of the 2022 “Become a Councillor Guide” will be circulated in advance of the meeting. Officers would welcome any feedback from the Group before this document is finalised.
- 4.2. An event at Rushcliffe Arena has been organised for Thursday 14 July at 6pm. This event, entitled ‘Become a Councillor – all you need to know’ will be delivered by Kath Marriott and will include reflections from a number of Councillors. It is intended to give prospective candidates for Borough, Town and Parish councillor positions a flavour of what being a councillor means, what can be achieved and what the commitment might be. This event will be advertised through social media and various Council newsletters as well as in Rushcliffe Reports.
- 4.3. The Guide and event will feature in the June edition of Rushcliffe Reports which is delivered to every house in the Borough. There will also be an associated social media campaign featuring current Councillors from across all political parties.

4.4. A short video is also in production. This video will bring to life the content of the “Become a Councillor Guide” with information about the Borough, updates on major projects, and short interviews with a range of Councillors. The video will be featured on the Council’s YouTube channel and linked to from social media posts.

## 5. Recommendations

It is RECOMMENDED that Member Development Group endorse the campaign and Become a Councillor Guide for 2022.

<b>For more information contact:</b>	Charlotte Caven-Atack Service Manager - Corporate Services Tel: 0115 9148278 ccaven-atack@rushcliffe.gov.uk
<b>Background papers available for Inspection:</b>	None
<b>List of appendices:</b>	

 <p data-bbox="193 398 405 468"><b>Rushcliffe</b> Borough Council</p>	<p data-bbox="456 230 895 264"><b>Member Development Group</b></p> <p data-bbox="456 304 807 338"><b>Thursday, 19 May 2022</b></p> <p data-bbox="456 378 1251 412"><b>Review of Councillors' Community Support Scheme</b></p>
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## **Report of the Service Manager – Corporate Services**

### **1. Purpose of report**

- 1.1. The Councillors' Community Support Scheme is due for review prior to the Borough Council elections in May 2023. The last review was undertaken in 2016 with the current version of the Scheme going live in April 2017.
- 1.2. The Scheme was adjusted during the early phases of the Covid-19 pandemic to allow Councillors to draw-down a proportion their allocation for distribution more swiftly to meet community needs. Evidence was collected by Councillors and provided proactively to support monies spent. The Scheme has since reverted back to normal administration which better meets public transparency and audit requirements.
- 1.3. Applications are approved by the Council's Monitoring Officer and she has made suggested changes to the Scheme Guidance and Application Form (Appendix One and Two) to reduce the number of applications not meeting the Scheme criteria for approval and subsequently being rejected which leads to Councillor frustration.
- 1.4. The Member Development Group is asked to review these changes and discuss any further improvements with officers present at the meeting.

### **2. Recommendation**

It is RECOMMENDED that Member Development Group:

- a) Approves the changes suggested by the Monitoring Officer
- b) Discusses any additional improvements with officers present at the meeting.

### **3. Reasons for Recommendation**

- 3.1. The Councillors' Community Support Scheme is an allocation of public funding ringfenced for Councillors to spend on community projects, events and improvements in their ward. It is important that the Scheme is robust, fair and represents value for money as well as being clear in the community benefits it delivers.

- 3.2. The Scheme is traditionally reviewed every four years in line with the Borough Council election cycle. The next review is due now prior to the Borough Council elections in May 2023.

#### **4. Supporting Information**

- 4.1. The Councillors' Community Support Scheme is an allocation of public funding ringfenced for Councillors to spend on community projects, events and improvements in their ward. The allocation per Councillors is set as part of the budgeting process each year and approved by Full Council in March. The current allocation is up to £1,000 per Councillor.

- 4.2. During 2021/22, 117 applications were made by 45 Councillors (including one ward split by a by-election) to a total value of £36,343. Details about each approved application are listed on the Council's website. Regular updates about projects funded through the Scheme are featured in Rushcliffe Reports, the Borough Council's residents' newsletter that is delivered to every house in the Borough.

- 4.3. The following changes to the Councillors' Community Support Scheme Guidance have been proposed by the Monitoring Officer:

- Clarify the arrangements with regard to the Scheme during the pre-election period (including by-elections)
- Details about the annual audit and requirements to submit suitable evidence with the application
- Additional criteria to ensure funds are not misappropriated where there is a more appropriate source of funding (such as a school PTA or equivalent)
- A number of references to the need to demonstrate broad community benefit
- Measures to identify and limit multiple applications from the same applicant through different councillors so that the benefit of the scheme may be widely allocated
- Clarification regarding the use of this Scheme for individual grants where other sources of funding are available
- The requirement to sign the guidance before accessing the Scheme.

- 4.4. The Group is asked whether additional changes to the Scheme Guidance are required or if they can suggest improvements to the Scheme for officers to investigate.

#### **5. Risks and Uncertainties**

- 5.1. The main risk associated with the Councillors' Community Support Scheme is related to opportunity – if the allocation remains unspent at the end of the year then potentially the community is missing out on additional funding that can be spent on meeting community needs, improving community access or infrastructure, or delivering community events.

## **6. Implications**

### **6.1. Financial Implications**

6.1.1. Each Councillor is allocated £1,000 to spend within their local community (the allocation is set each year as part of the Budget). This grant allocation is primarily for use within the Councillor's own Ward. However, it can be spent in conjunction with other Councillors for the same Ward or within a neighbouring Ward with the approval of the relevant Councillor.

6.1.2. The total budget for 2022/23 is £40,000 as not all Members spend their allocation.

6.1.3. Applications must be made in accordance with the Council's Financial Regulations and standing orders.

6.1.4. Any funds remaining unspent at the end of the financial year will be returned to corporate reserves (£3,657 unspent in 2021/22).

### **6.2. Legal Implications**

Councillors have a fiduciary duty to ensure that public funds are spent appropriately.

### **6.3. Equalities Implications**

There are no Equalities implications contained within this report.

### **6.4. Section 17 of the Crime and Disorder Act 1998 Implications**

There are no Section 17 implications contained within this report.

## **7. Link to Corporate Priorities**

Quality of Life	Use of the Councillors' Community Support Scheme is predominately used to enhance residents' Quality of Life
Efficient Services	
Sustainable Growth	
The Environment	

## **8. Recommendations**

It is RECOMMENDED that Member Development Group:

- a) Approves the changes suggested by the Monitoring Officer

- b) Discusses any additional improvements with officers present at the meeting.

<b>For more information contact:</b>	Charlotte Caven-Atack Service Manager - Corporate Services Tel: 0115 9148278 ccaven-atack@rushcliffe.gov.uk
<b>Background papers available for Inspection:</b>	
<b>List of appendices:</b>	Appendix One – Councillors’ Community Support Scheme Guidance Appendix Two – Councillors’ Community Support Scheme Application Form



## Councillors' Community Support Scheme 2023 - 2027 Guidance Notes

### **Introduction**

The [Councillors'](#) Community Support Scheme exists to enhance the capacity of Councillors to undertake their community leadership role [through the granting of funds within their ward to support community projects](#). The grant is paid out of public funds.

All grants should have a positive impact on [the residents of the](#) ward the Councillor represents and enhance the lives of the ward residents.

These notes have been produced to help Councillors with the administration and spending of their designated budgets within their ward. They aim to provide guidance so that Councillors have the freedom to spend their budgets within an approved reporting framework to benefit local communities and mitigate against risk.

### **Budget**

The grant available to each Councillor to spend in their ward for the benefit of their community is decided each year by Council. The amount agreed is subject to change as part of the annual budget setting process.

[This guidance and the process generally supports e-applications to be](#) made ~~must be~~ in accordance with the Council's financial regulations and standing orders.

Use of designated budgets will be suspended during the pre-election period for Borough Council elections and, for those relevant Councillors, for the County Council Elections. [Use of designated budgets may also be suspended at the discretion of the Deputy Chief Executive and Director of Finance and Corporate Services during the pre-election period for a By-election for a Parish / Town Council if the member is also a Borough Councillor.](#)

Any funds remaining unspent at the end of the financial year will be returned to corporate reserves [or spent on community projects which benefit the whole Borough.](#)

The grant allocation is primarily for use within the Councillor's own ward. It can be spent in conjunction with other Councillors for the same ward (where they exist) or in an adjacent ward with the approval of the relevant [Ward](#) Councillor and where there is a demonstrable benefit to both communities.

Payment of grants will be made by BACS, due to administration costs and efficiency, with a covering email unless Councillors specifically request a cheque for personal presentation to the group. [An annual audit of the Scheme is undertaken each summer and a selection of beneficiaries will be contacted and asked to provide evidence of](#)

[expenditure and community value \(usually in the form of a photograph or personal statement\).](#)

### **Criteria for this scheme**

**Key Criteria:** applications need to meet the following criteria:

- Within the Rushcliffe boundary and for the benefit of the residents in your ward
- To benefit the local community within your ward and enhance residents quality of life
- Proposals should be for one-off items of expenditure and not for anything which could create an on-going financial commitment
- Funding is not available for the direct employment of staff or for rent or general running costs
- Awards should, where possible, meet a guideline minimum payment of £50, which approximates to the estimated average cost of the administration of grants. For grants below this limit, the application should include justification.
- Awards to parish councils to fund projects that should be funded out of the parish precept, should be kept to a minimum, and will be made at the discretion of the ward Councillor.
- ~~Awards should be for items or work within the current financial year and supporting evidence should be provided to reflect this.~~
- ~~[Awards should be avoided where there is an alternative, more suitable funding source i.e PTA of a school.](#)~~
- 

### **Transparency**

Councillors need to be mindful of how they spend their budgets ~~and be clear of the community benefit~~. A Councillor arranging a grant should clarify that this is arranged from the Council's Community [Grant Fund Support Scheme](#). Information will be published on the Council's website in line with the transparency code, giving the general public the opportunity to scrutinise expenditure.

### **What this grant CAN be spent on**

- ✓ Improvements to community facilities within the ward
- ✓ Community events or activities within the ward ~~that benefit all/a wide range of residents of the ward~~
- ✓ Investment in community infrastructure within the ward
- ✓ Support to a religious organisation where the project/event to be delivered benefits the wider ward (e.g. repair of church clock)
- ✓ ~~Requests which support an individual who is part of a team or are representing their local community at an event.~~
- ✓ Support to a local school or academy where the project/event to be delivered benefits the wider ward
- ✓ Section of the community within the ward with a specific need.

### **What this grant CANNOT be spent on**

- ✗ Anything illegal
- ✗ Projects of a party political nature, including supporting political organisations



- ✗ Supporting religious groups, activities or events, where the benefit is for that group only-
- ✗ Requests which directly benefit a sole individual ~~(although this can be allowed if that person is part of a team or are representing their local community at an event.)~~
- ✗ Requests spent on consumables
- ✗ Support to lobbying or campaign groups
- ✗ The direct employment costs of staff or hospitality payments (including food and drink)
- ✗ Anything that will bring the Council into disrepute or damage the Council's reputation.

The Monitoring Officer keeps a record of all applications to the Councillors' Community Support Scheme and may, on occasion, turn down applications from the same applicant made through multiple Councillors. Councillors are asked to check additional funding sources when approached by applicants to ensure the Community Support Grant is available to all residents that need it.

### How do I make an application?

- Proposals for expenditure must be made on the application form provided. These should be returned to Legal Services [lservices@rushcliffe.gov.uk](mailto:lservices@rushcliffe.gov.uk), preferably by email. A separate form must be completed for each application. The form must be signed. Applications must contain up-to-date bank details for the applicant and evidence which supports the application being made (for example, requests on email, project proposals, quotes for work etc).
- Two or more Councillors may agree on a joint proposal for their own or adjacent wards for the whole or part of their ~~GSS budgets~~ [Councillors' Community Support Scheme allocation](#). These must be submitted on separate forms but can use the same supporting evidence. It is imperative that, in completing the form, the Councillor includes justification of how this would affect the wider community.
- **No firm commitment for expenditure should be made until a proposal has been approved.** Supporting evidence from the grant recipient should be included with the application, e.g. email asking for funding with an estimate of the cost, invoice or receipt etc.
- Part of the application form will need to be completed by a representative of the group in receipt of the funding as well as the ward Councillor. This is to ensure that correct contact and payment details are received.

Please note: Councillors need to declare on the application form any personal interest that they may have with the organisation or activity that the grant supports.

### How we will make the decision

All applications will be considered by the Monitoring Officer or ~~his~~ [their](#) designated representative. If an application does not initially meet the criteria for the scheme, they will discuss this with the relevant Councillor.

### Monitoring and Evaluation

Decisions will be made by the Council's Monitoring Officer or ~~his~~ [their](#) designated representative. Application forms will be reviewed against the criteria specified above.

Councillors must be mindful of the Councillors' Code of Conduct and the Nolan Principles.

Councillors must disclose on the application form any private interests in a proposal.

A record of grants awarded and refused in each ward will be kept on the [Council's website](#) ~~and Councillor's extranet~~. Reasons for turning down a grant will be provided by the Monitoring Officer or ~~his~~ [their](#) designated representative.

To ensure that monies provided have been spent in accordance with the applications made – spot checks will take place throughout the year totalling 10% of the applications made.

The Council's communications team will be happy to work with ward Councillors to support promotion of activities funded by this scheme.

### Review

The overall scheme will be reviewed every four years in line with the Borough Council's election cycle to be agreed at a full Council prior to the election.

### Undertaking

[All Councillors will be asked at the start of their term of office to read the above guidance and sign below before being able to access the Councillors' Community Support Scheme.](#)

I declare that I shall follow these guidelines in my use of the funds and shall not use it for any purpose contrary to law or otherwise incompatible with my role as a Councillor of Rushcliffe Borough Council.

Signed by \_\_\_\_\_

Name \_\_\_\_\_

Ward \_\_\_\_\_

Dated \_\_\_\_\_

Updated: ~~5 April 2022~~ ~~23 October 2018~~  
Martin Elliott  
Sanjit  
Sull



## Councillors' Community Support Scheme Application for Financial Assistance

Rushcliffe Borough Council Form to be completed by ward Councillor and potential recipient of grant funding

<b>SECTION 1: To be completed by potential recipient of grant funding</b>
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Name and address of constituent or group:
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Contact email address:
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Contact phone number:
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Name:
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<b>Description of project or activity:</b>
--

Please attach relevant information [/ evidence where to this supports](#) your claim.

<b>Amount requested:</b>	<b>Total cost:</b>	<b>Other funding sources:</b>

<b>Payment information</b>
----------------------------

Bank sort code:
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Bank account number:
----------------------

Bank name and address:
------------------------

Please pass this form to your local Councillor.

**SECTION 2: To be completed by ward Councillor**

Councillor:

Ward:

**Please highlight how award of this grant meets the criteria of the scheme:**

- Improvements to community facilities within the ward
- Community events or activities within the ward [that benefit all/a wide range of residents of the ward](#)
- Investment in community infrastructure within the ward
- Support to a religious organisation where the project/event to be delivered benefits the wider ward [\(e.g. repair of church clock\)](#)
- ~~Requests which support an individual who is part of a team or are representing their local community at an event~~
- Support to a local school or academy where the project/event to be delivered benefits the wider ward
- Section of the community within the ward with a specific need.

**What difference will this funding make to your ward?**

**What geographical area will benefit?**

**Who will benefit?**

**How much grant are you applying for?**

£

**If this is a joint application with other Councillors in your ward, please tell us who:**

\_\_\_\_\_

**If this is for an initiative outside of your ward area, please tell us:**

- the ward \_\_\_\_\_
- and confirm that you have discussed this with the ward Councillor  
YES / NO

**Declaration of personal interests:**

Please detail any personal interest that you have with the organisation or activity that the grant supports

Councillor's signature .....

**Date** .....

**Please return completed form and supporting evidence to the Legal Services Team.  
Data Protection Privacy Notice**

The personal information you provide will only be used by Rushcliffe Borough Council, the Data Controller, in accordance with General Data Protection Regulation 2016/ Data Protection Act 2018 to:

process your application, query or to provide a service that you are requesting

**or**

undertake a statutory function (also known as a 'public task')

Your personal information will not be shared with any third party, other than our data processor.

Your personal data will be kept in accordance with the Council's retention policy and schedule.

Details of which can be found on the Council's website at

[http://www.rushcliffe.gov.uk/retention\\_schedule/](http://www.rushcliffe.gov.uk/retention_schedule/)

In accordance with GDPR you have a right to:

- have a copy of the personal information that we hold about you. Details of how to obtain this are available at <http://www.rushcliffe.gov.uk/foi>
- Request that your personal data be corrected or completed.
- Complain to the Information Commissioner if you feel that your information is not being handled appropriately (<https://ico.org.uk/>)

You may also have a right to:

- have your personal data transferred (data portability).
- prevent automated processing and profiling.
- erasure (also known as the right to be forgotten).
- restrict processing.
- object to processing.

Your data protection rights are not absolute and in most cases are subject to the Council demonstrating compliance with other statutory legislation, for further information see <http://www.rushcliffe.gov.uk/privacy/>

For further details about how your personal information may be used or about your rights under data protection legislation, please contact the Council's Data Protection Officer at –

- By post: Data Protection Officer, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG.
- By email: [customerservices@rushcliffe.gov.uk](mailto:customerservices@rushcliffe.gov.uk)
- By Telephone: 0115 981 9911

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