



Member Development Group

Monday, 28 July 2025

Review of Councillors' Community Support Scheme

Report of the Head of Corporate Services

1. Purpose of report

- 1.1. The Councillors' Community Support Scheme was last reviewed in 2022, and it is timely to review it again to ensure it is working effectively and to look at possible improvements to the administration of the scheme.
- 1.2. Since the Borough Council elections in May 2023, Councillors have been encouraged to complete application forms electronically, and it is now planned to phase out using paper forms by the end of this year. Training will be offered to Councillors who would like support in completing electronic forms.
- 1.3. Streamlining the system will allow officers to access bank details and evidence directly from applicants, cutting down on processing time, reducing errors and opportunities for fraud and maintaining an electronic audit trail. It is also more environmentally friendly by not having paper and not printing documentation.

2. Recommendation

It is RECOMMENDED that the Member Development Group approves the Community Support Scheme (as Appended) and that all applications received should be electronic.

3. Reasons for Recommendation

- 3.1. To streamline and improve the application process and improving value for money for the taxpayer.
- 3.2. The Councillors' Community Support Scheme is an allocation of public funding ringfenced for Councillors to spend on community projects, events and improvement 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. The Community Support Scheme is appended to this report.

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 Councillor is set as part of

the budgetary process each year and approved by Full Council in March. The current allocation for 2025/26 is up to £1,000 per Councillor.

- 4.2. During 2024/25, 127 applications were made, of which 57 were submitted electronically and 70 submitted in paper form.

5. Risks and Uncertainties

The Councillors' Community Support Scheme is related to opportunity, and 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 the delivery of 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 2025/26 is £30,000 as not all Councillors spend their allocation. If all Councillors spend their allocation, the budget would be covered firstly by in-year efficiencies or allocation from contingency.

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.

6.2. Legal Implications

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

6.3. Equalities Implications

There are no direct equalities implications arising from this report.

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

There are no direct Section 17 implications arising from this report.

6.5. Biodiversity Net Gain Implications

There are no direct biodiversity net gain implications arising from this report.

7. Link to Corporate Priorities

The Environment	The recommendations in this report do not impact on or contribute to the Council's environment priority
Quality of Life	Use of the Councillors' Community Support Scheme is predominately used to enhance residents' quality of life
Efficient Services	The recommendations in this report do not impact on or contribute to the Council's efficient services priority
Sustainable Growth	The recommendations in this report do not impact on or contribute to the Council's sustainable growth priority

8. Recommendation

It is RECOMMENDED that the Member Development Group approves the Community Support Scheme (as Appended) and that all applications received should be electronic.

For more information contact:	Charlotte Caven-Atack Head of Corporate Services Tel: 0115 9148278 ccaven-attack@rushcliffe.gov.uk
Background papers available for Inspection:	
List of appendices:	Community Support Scheme Guidance Notes