

The following emergent recommendations have so far been identified:

Following 18 November 2015 meeting:

- Members requested that more detailed questions should be included in the application process as this would assist Councillors in deciding whether to fund any project especially when applicants fail to contact the Member before bidding to provide some information about their bid.
- A suggestion to include as a further option a reason for not supporting a bid -'No awareness of Project' in the online application form was noted.
- Members acknowledged that presently there is lack of clarity with regards the scheme rules, and requested that Members be reminded annually of the rules and responsibilities of both Members and Officers.
- The Head of Service (Chief Executive Unit) suggested that a 'dummy run' of the IT system as a training session could be provided for all Members.
- Possibility of allowing LCB funds to be carried over from one financial year to another as Member research had shown that other local authorities appear to do so.
- Six months after the completion of a project, all applicants are sent a feedback monitoring form which is published online. Members requested that a notification link of the six month monitoring form be sent to the relevant member(s) that funded the bid as it is important for those Members to be aware of the outcomes.

Following 6 January 2016 meeting:

- Improved feedback to be garnered from recipients of LCB awards either as a condition of the award or by Members actively seeking their own feedback.
- A summary of LCB spends to be published in the Chronicle (or other SBC publications) on a quarterly / yearly basis.
- Members to share best practice and ideas for LCB spend on an annual basis.
- An assessment of the practicality of officers undertaking 'due diligence' checks on bids before passing to Members for authorisation.
- Improved training for Members on the LCB process.
- Recognition of the need to ensure LCBs are not used to cover shortfalls in SBC budgets.

- Improved liaison between Members (including HCC Members) to determine whether bids should be supported at a ward / area level.
- Officers to issue updated guidelines as to how LCB monies could be spent.
- Consideration to be given to new and innovative methods of promoting LCB awareness to Young People.
- The communications leaflet should be updated.
- Officers to examine the potential to allow accruals for committed LCB spend.
- Consideration to be given to the practicality of timescales for LCB approval being made more flexible, especially around the summer and Christmas holiday periods.
- The system to be amended so that Members can only approve or reject bids with a free text box added so that reasons for rejection can be fully explained.
- Consideration to be given to the establishment of a method of determining whether organisations were potentially overbidding for funds in the expectation of receiving a reduced amount that would actually meet their requirements.
- More flexibility to be designed into the system as it was considered inappropriate that an organisation receiving only a small percentage of the funding that had been bid for should receive an email that read 'Your application for funding has been successful'.

Advisory note:

Please note that there is some repetition and overlap between the two evidence gathering meetings, so the number of final recommendations can be grouped together and reduced.