GRANTS / DONATIONS

AGENDA ITEM No. 9

MEETING: **POLICY AND RESOURCES COMMITTEE**

DATE: **2 DECEMBER 2020**

REPORT BY: **TOWN CLERK**

1.0 Purpose of the Report

1.1 The purpose of the report is to advise Members of applications to the Small Grants Fund.

2.0 Background Information

2.1 Following the meeting of Policy and Resources held on the 21st October 2020, it was agreed that donations towards Christmas Projects be deferred pending receipt of applications from organisations requiring assistance with recovery from the effect of the Coronavirus pandemic on their fund raising activities. Further to this it was agreed that all such applications received for help be jointly considered in order to make a decision on the financial amounts that could be donated.

2.2 It was also agreed that suitable publicity be undertaken to advise local organisations, within Great Aycliffe, of the opportunity to apply for grant assistance.

3.0 Current Situation

3.1 The general grants budget application for 2020/2021 was:

£5,500 minus grants awarded and now stands at £4,643.55.

The Youth Council grants budget allocation for 2020/2021 was:

£2,000 minus purchase of a Remembrance Day Poppy wreath and now stands at £1,980.00.

A further allocations of £10,000 towards grants was agreed to support the Grants Fund to assist with organisations affected by reduced funding opportunities or additional requirements put upon them due to the Coronavirus pandemic.

Providing a total combined budget of £16,623.55.

3.2 A Small Grants Fund has been created of £15,000 specific to the following two key themes:

- Those organisations that are experiencing funding problems affecting their organisation in delivering their support services as a consequence of the Coronavirus pandemic and restrictions.

- Organisations that are looking to support vulnerable residents that are struggling to cope during the Christmas period.

Each grant allocation being up to a maximum of £1,000.

3.3 An advertisement was placed in the Newton News, Council Website and shared on Social Media. The closing date for applications to this fund being Monday, 23rd November 2020.

4.0 Matters for Consideration

4.1 A total of three applications have been received from the following organisations:

- **Acorn Community Association** – Request for help towards the cost of renewing / renovating current garden tubs, compost, plants and sundries to enhance the appearance of the area.
  Request for £1,000 being sought for this project.

- **Great Aycliffe Cancer Support Group** – Requesting funds for the supply of heaters, cables, storage boxes, trolley together with 12 months rental towards a storage unit for craft items and prizes to be stored.
  Request for £689.34 being sought for this project.

- **Rotary Newton Aycliffe** - Requesting funding towards supplying Christmas Food Vouchers for needy families in Newton Aycliffe.
  Request for £1,000 being sought for this project.

4.2 Members are requested to consider the applications from the organisations and the amount of grant that has been requested.

5.0 Staffing Implications

5.1 None.

6.0 Financial Implications

6.1 Budgetary provision has been put in place in order that Small Grant applications can be funded.

7.0 Crime and Disorder Implications

7.1 None.

8.0 Equal Opportunities Implications

8.1 Applications for Small Grant Funding will be considered on their individual merits which meet either of the two key themes as advertised.

9.0 Environmental Implications

9.1 None.

10.0 Risk Assessment

10.1 It is not considered that the matters contained in this report pose a risk to health and safety of staff or to the financial or public standing of the Council to a degree that a risk assessment should be appended to this report.

11.0 General Data Protection Regulations (GDPR)

11.1 Is any personal or sensitive data required for this proposal which may have any implications for GDPR? **YES**

11.2 A privacy impact assessment has been appended to this report which has considered the relevant impact on privacy matters and how these will be dealt with.

11.3 The forms will be stored securely and shredded after 12 months.

12.0 Recommendations

12.1 It is recommended that:

(i) Members consider the content of the report.

(ii) Members consider the applications received for funding from the Small Grants Fund set against the criteria.

(iii) Members consider the remaining funds and whether to advertise the availability of the Fund based on Theme 1 at a later date.

Privacy impact assessment (PIA) screening questions

GRANT APPLICATIONS

Guidance provided by the Information Commissioner and taken from their website.

Will the project involve the collection of new information about individuals?

Yes

Will the project compel individuals to provide information about themselves?

No

Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?

No

Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?

Yes

Does the project involve you using new technology that might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition.

No

Will the project result in you making decisions or taking action against individuals in ways that can have a significant impact on them?

No

Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For example, health records, criminal records or other information that people would consider to be private.

No

Will the project require you to contact individuals in ways that they may find intrusive?

No

Privacy impact assessment Exclusion at OakLeaf Sports Complex to apply to an individual

Step one: Identify the need for a PIA

Certain information is required from an organisation which will involve a contact person and contact details in order to consider a request for a grant from the Town Council.

Step two: Describe the information flows

The information will be used to consider the grant application and then inform the individual, on behalf of an organisation is the application was successful or not.

Consultation Requirements

No consultation required.

Staff are aware of the need to protect privacy of individuals and training has been provided.

Step three: Identify the privacy and related risks

Identify the key privacy risks and the associated compliance and corporate risks. Larger-scale PIAs might record this information on a more formal risk register.

Privacy issue	Risk to individuals	Compliance risk	Associated organisation / corporate risk
Loss of personal/sensitive data	Sensitive information potentially available to public	Grant application placed in secure file with restricted access.	Loss of reputation
Unauthorised person accessing personal/sensitive data	Sensitive information potentially available to public	Managers are aware of GDPR and the need to maintain secure records and confidentiality.	Loss of reputation • complaint to ICO, • hefty fine if found to be in breach of GDPR
Unauthorised sharing of personal/sensitive date	Sensitive information potentially available to public	Form destroyed after one year from the date of the meeting.	

Annex three can be used to help you identify the GDPR related compliance risks.

Step four: Identify privacy solutions

Describe the actions you could take to reduce the risks, and any future steps which would be necessary (eg the production of new guidance or future security testing for systems).

Risk	**Solution(s)**	**Result:** is the risk eliminated, reduced, or accepted?	**Evaluation:** is the final impact on individuals after implementing each solution a justified, compliant and proportionate response to the aims of the project?
No secure storage.	Grant application to be retained in a secure location	Eliminated	Yes
Not understanding the importance of confidentiality. Not understanding GDPR.	All Managers and key staff have undertaken GDPR training	Reduced	Yes
Information shared accidentally.	Investigate what went wrong.	Reduced and accepted	Yes
Information shared on purpose.	Disciplinary action taken.	Eliminated	Yes

Step five: Sign off and record the PIA outcomes

Who has approved the privacy risks involved in the project? What solutions need to be implemented?

Risk	Approved solution	Approved by
LOW	As set out above	Policy & Resources Committee and to be ratified by Full Council on 9 December 2020.

Step six: Integrate the PIA outcomes back into the project plan

Who is responsible for integrating the PIA outcomes back into the project plan and updating any project management paperwork? Who is responsible for implementing the solutions that have been approved? Who is the contact for any privacy concerns that may arise in the future?

Action to be taken	Date for completion of actions	Responsibility for action
No further action required		

Contact point for future privacy concerns

Mr. Andrew Bailey, Town Clerk 01325 300700
Mr Dan Austin, Finance Manager 01325 300700
Mrs Chrissy Walton, Corporate & Policy Officer 01325 300700