



# Your Fund Surrey Governance

Version 1.0

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## Introduction

### Your Fund Surrey Governance Document

The purpose of this document is to set out the governance arrangements for the entirety of the Your Fund Surrey (YFS) fund. For ease of reference, the governance at each stage of the YFS application process and in the awarding of funding has been set out within specific sections of this document. All relevant supporting documentation has been included within the annexes of the document.

### Introduction to Your Fund Surrey

The vision of Your Fund Surrey is to bring community-led place-making projects to life, with a focus on wider community benefit that leaves a real legacy. Launched in November 2020, Your Fund Surrey is a £100m capital fund, available over a five-year period.

YFS has been designed to be scalable, with a focus on “fairness, flexibility and transparency” – Communities, Environment & Highways Select Committee Member Task Group, 2020. The key principles of YFS are set out below, and have been developed through co-design with residents, community groups and Members:

- Focus on community led and initiated projects
- An easy to use application process designed with resident input
- Open, transparent and supportive approach
- Ensuring wide access to the fund so all communities in Surrey can benefit
- Keen to see innovative project ideas come forward
- No direct competition between applicants, encouragement to share ideas or expertise, join up
- Low barriers to entry, proportionate investment in time from residents or groups, dependent on how far they progress in the process.

### Development of the Fund

Your Fund Surrey (YFS) has been developed iteratively with input from a wide range of stakeholders and experts, alongside a series of co-design workshops and the Task & Finish Group. The Communities, Environment & Highways Select Committee convened a cross-party task & finish group in March 2020 to oversee the development of YFS, the report from this task group can be found in [Annex 1](#).

Since the conception of YFS at the beginning of 2020, elements of the fund have been refined and this process continues. There is a provision in the fund’s development for a degree of revenue funding that would be available to support the development and delivery of some projects. Currently in development is a feasibility funding element of YFS; provision for this is set out in the Corporate Feasibility budget for 2021/22. This will be kept under review to ensure that sufficient feasibility funding is available to support the delivery of the wider Capital Programme.

## Co-Design Sessions

To involve residents in the design of Your Fund Surrey, community co-design work was undertaken in August 2020, through five one-and-a-half hour workshops delivered through Zoom and facilitated by a research agency, Stripe Partners. The workshops were attended by a mixture of residents and representatives from Voluntary, Community & Faith Sector (VCFS) groups, with 5 to 6 attendees in each group. In addition to those that took part in the workshops, approximately 100 further residents and VCFS group members that put themselves forward to take part in the co-design were invited to share their views on the process and criteria online. The dates of the co-design workshops are listed below, along with a list of attendee organisations.

<b>Date of Workshop</b> Thurs 20 Aug - 13:30	<b>Organisations in Attendance</b> <ul style="list-style-type: none"> <li>• Surrey Community Action</li> <li>• Community Foundation for Surrey</li> <li>• NHS Foundation Trust</li> <li>• Surrey Care Trust</li> <li>• Transform Housing</li> </ul>
Mon 24 Aug - 14:00	<ul style="list-style-type: none"> <li>• East Elmbridge Foodbank</li> <li>• Phyllis Tuckwell Hospice Care</li> <li>• Surrey Coalition for Disabled People</li> <li>• Shalford Parish Council</li> <li>• The Children's Trust</li> </ul>
Mon 24 Aug - 18:00	<ul style="list-style-type: none"> <li>• Stanwell Events</li> <li>• Elmbridge Eco Hub</li> <li>• Byfleet, West Byfleet and Pyford Residents Association</li> <li>• Nurture Base</li> </ul>
Tues 25 Aug - 14:00	<ul style="list-style-type: none"> <li>• Claridge House</li> <li>• B.E.R.T</li> <li>• Farnham Maltings</li> <li>• Hersham WI</li> <li>• Surrey Clubs for Young People</li> </ul>
Tues 25 Aug - 18:00	<ul style="list-style-type: none"> <li>• ESeTU</li> <li>• Resident</li> <li>• Woking and District Men in Sheds</li> <li>• West Byfleet Neighbourhood Forum</li> <li>• Minister, United Church of St Mark</li> </ul>

## Process Development Workshops

A series of workshops were held over the month of September 2020 involving over 30 colleagues from across different areas of the Council. The workshops brought together a range expertise to inform the development of the YFS application process and forms. Workshop attendees came from the below areas of the Council:

- Analytics and Insight
- Audit
- Commissioning
- Communications & Engagement
- Community Partnerships
- Customer Service
- Democratic Services
- Finance
- Highways Services
- IT & Digital
- Legal
- Prevention and Communities
- Procurement
- Rural Surrey LEADER Programme
- Strategy
- Transport Development and Planning

## Key Meetings in the Development of the Fund

The development of Your Fund Surrey has also had significant and wide-ranging political input. Below is a list of Cabinet, Scrutiny, Leaders, and Task and Finish Group meetings held in the development of the Fund. Links to the relevant documents are available in [Annex 1](#).

### Member Seminars (3)

- 9 March 2020
- 23 October 2020
- 1 March 2021

### Cabinet Reports (3)

- 21 July 2020
- 29 September 2020
- 26 January 2021

### Major Projects Board (2)

- 30 June 2020
- 2 September 2020

### **The Communities, Environment & Highways Select Committee convened a cross-party task & finish group (4)**

Met on four occasions between March 2020 and May 2020 to oversee the development of the Community Project Fund and a report was submitted to 21 July Cabinet. ([Annex 1](#))

## **Data and Information Governance**

Data processing enables the team to engage with and empower community-led place-making projects in the assessment and granting of funds. Applicants are able to discuss their application or idea with the team, receiving feedback as the process moves forwards. The monitoring of people engaging with the fund enables the team to direct communications and promotion to areas or groups where there is underrepresentation, so all residents in Surrey are able to benefit from the funding.

As the grant funding is paid from public funds which are subject to scrutiny, audit and evaluation on the use of the funds will be carried out, as well as fraud checks for potentially successful applicants.

Data will be collected through a number of streams which are; logging an idea on the Commonplace website, the application process, Q&A sessions, and 1-2-1's with the team. These processes are detailed in the Your Fund Surrey webpage privacy notice ([Annex 7](#)).

Commonplace<sup>1</sup> are processing the data at our request and can respond to questions and change requests made from applicants for the duration of the contract.

The Expert Hub (see Stage 5 of YFS process) is comprised of other Council colleagues in different departments, an officer from Active Surrey and Surrey Community Foundation. Their role is to offer support and challenge to applications and will only see an individual's name but no further data. They will only have access to the application on a temporary basis for its processing and scoring. Similarly, the YFS Advisory Panel (see section below), comprised of a cross party representation of Members, will see only the applicant's name when reviewing the application.

<sup>1</sup>. Commonplace is an online engagement platform used by Surrey County Council which we have used for Your Fund Surrey to connect with residents across Surrey

## Applicant Support

It is recognised that residents and community groups who may have limited experience of applying for grants and funding would value support in the development of ideas, particularly at the idea creation and development stage (Stage 1). Whilst officers will be on hand to support specific elements of projects and to support the further development of projects at later stages, the role of the local Member will be developed to support their communities at this first stage.

### Your Fund Surrey Team

Throughout the process, the YFS Team will provide a point of contact for applicants and facilitate the input of officers from across the council more widely as required. Alongside the core team, officers from across the organisation will be involved in helping to support projects depending on the type of project involved.

### Local Members

There is also a critical role that local Members will play in supporting the development and promotion of ideas in their communities. It is recognised that local Members have a depth of knowledge as to the needs of their residents and are in a unique position with which to champion ideas to resolve them. They also have an ability to connect residents within their communities in a way that will help them to better develop their ideas.

Members are provided with a monthly update through the Members Portal detailing overview statistics and all applications received. An exemplar Member monthly report can be seen in [Annex 8](#).



## Your Fund Surrey Expert Hub

The YFS Expert Hub provides specialist insight for the eligibility of funding, which will assist the YFS team in rigorously assessing applications against the fund requirements and scoring criteria. Professional Officers who form the YFS Expert Hub have been identified from within the Council, borough and district councils and the voluntary sector. An induction was held for members of the Expert Hub, an overview of the Expert Hub can be seen in [Annex 2](#).

Services are identified by the YFS team based on the expectation of projects coming through and are supplemented in response to the applications received and types of expertise required, or a requirement to involve, such as Land and Assets for a SCC council owned asset. Experts are nominated by senior officers in the various services. Several services were initially identified as key according to their specialist field, for example, both Finance and Audit. There is flexibility to grow this hub of experts depending on applications being made to ensure the relevant technical input is in place.

The expert hub has an open, approachable and solution focussed ethos, and experts can be involved in all stages of the application process:

- Expert hub representatives are able to access the Commonplace site to look at pinned ideas and comments from across Surrey.
- Expert hub representatives are informed of all projects which the YFS wish to gain their insight on.
- An application will be shared with experts relevant to their field or geographical area. Follow up virtual meetings will be scheduled to bring together experts for discussion.
- The identified Expert Hub representatives will potentially be required to score bids in relation to their specialist area.
- The Chair of the Advisory Panel may invite a participant on the Expert hub to provide expert input to the panel on projects.
- Expert hub representatives will be notified of the final officer recommendation on applications they have been consulted on. There is the potential for those on the Expert Hub being required to offer guidance/support to those that have been granted funding if they need technical support or face challenges with managing the project.

### Conduct of Expert Hub

- All Expert Hub representatives will be asked to take a Surrey-wide view of projects. Officers are bound by their respective Codes of Conduct of the local authority by whom they are employed.
- Expert Hub representatives must disclose any interest relating to a shortlisted submission under consideration and must withdraw from the room when it becomes apparent that the matter is being considered at that meeting and must not participate in the proceedings.



# Your Fund Surrey Process and Criteria

## Process Overview

Think you have a great idea that meets the basic criteria? Post your idea in Commonplace online and encourage others to take a look and comment.



Once your idea is on Commonplace and has got some local support, submit the project to the Fund via a simple application form. The Your Fund Surrey Team will assess your Ideas Submission and provide feedback.



If your proposal meets the criteria for the Fund, you will be invited to submit a full project plan, including supporting document and evidence of community engagement. Commonplace B runs alongside as applicants are completing the full application (applicants can decide when their 28 days on Commonplace run).



The Your Fund Surrey Team will formally assess and score applications against the set criteria for the Fund. Applications are scored by 2 YFS officers and at least one member of the Expert Hub using a weighted scoring matrix.



The Your Fund Surrey Advisory Panel will review shortlisted applications following assessment and scoring of bids to advise on and inform the final officer recommendations to the appropriate decision-maker. The Panel may choose to re-refer an application.



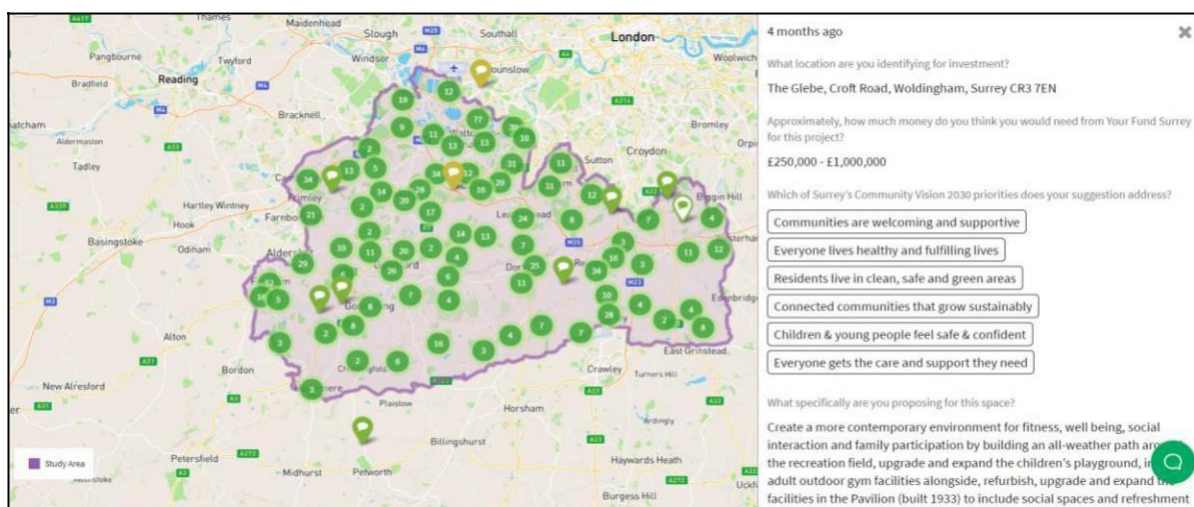
The appropriate decision maker will make decisions on the award of funding. All financial decisions will then be taken within the County Council's formal decision-making process. Successful projects which receive funding will then be monitored to ensure delivery against agreed outcomes.



## Stage by Stage Outline of the Your Fund Surrey Process

### Stage 1 – Ideas Development

Think you have a great idea that meets the basic criteria?  
Post your idea in Commonplace online and encourage others  
to take a look and comment.



*Screenshot of Commonplace Ideas Map of Surrey*

- To pin an idea on the Commonplace map, potential applicants are asked to answer nine project overview questions outlining their idea. The questions have been developed to encourage respondents to be creative and 'think big' whilst also highlighting some of the more practical issues which will need to be addressed later in the process.
- The answers to the project overview questions are displayed alongside a pin on the Commonplace map of Surrey, which marks the geographical location of the proposed project. This is a tool for ideas creation and development, as well as being an opportunity for applicants to gain community support.
- [Guidance documents](#) are available that set out the rules for how funding can be used. The idea is to give bidders a clear understanding of what the fund can be used for to avoid having to reject ideas, as well as highlighting work the Council has done on identifying the type of projects that different local areas could benefit from. As part of guidance materials, case studies will be highlighted about projects which will help to encourage bidders to see what is possible.
- [FAQs](#) can be found on the YFS Website and are updated as necessary.
- Group, 1-2-1's and Q&A sessions are available weekly for applicants

which can be booked through the webpages with members of the YFS team.



## Stage 2 – Ideas Submission

Once your idea is on Commonplace and has got some local support, submit the project to the Fund via a simple application form. The Your Fund Surrey Team will assess your Ideas Submission and provide feedback.



- Once applicants have engaged with Commonplace and developed their idea, they can submit the first phase of the application form. This phase of the application process will be open at all times with no set 'rounds' or formal deadlines for applications: applicants are able to proceed at a speed they are comfortable with.
- Applicants will be asked to complete 29, high-level fields detailing their project idea, name, and contact details of their organisation and whether they conform to the fund criteria.
- The [guidance documents](#) referenced previously are available on the YFS website. These set out the rules for how funding can be used, as well as specific guidance around filling in the form itself.
- Following idea submission, officers will carry out an initial review of a proposal and verify details. This will involve assessing proposals against the pass/fail criteria set out below and will give an idea to whether the idea has the potential to be taken forward

Pass/Fail Criteria	Details
Does the idea fit with the aims of Surrey's Community Vision 2030?	<p>Highlight which of the aims the project will meet:</p> <ul style="list-style-type: none"> <li>• Tackling inequality - whilst many in Surrey have a wonderful quality of life there are many people who are struggling</li> <li>• Supporting independence - enabling people to live healthier lives for longer by boosting their independence</li> <li>• Embracing Surrey's diversity - every citizen counts</li> <li>• Supporting the local economy - enabling our local economy to grow</li> <li>• Enabling digital revolution - making sure no one is left behind digitally, and Surrey is fit for the future</li> <li>• Partnership - drawing on skills and expertise from different organisational, community and individual partners</li> <li>• Creating a greener future including links to Surrey Climate Change Strategy</li> </ul>
Do you have the right financial set up in place?	<p>Bidders will be made aware of the requirement of a certified bank account in the name of their organisation. They will be asked to confirm if:</p> <ul style="list-style-type: none"> <li>• They have one</li> <li>• They are taking steps towards getting one</li> <li>• They require support from the Council or Partners to set one up</li> </ul>
You will need to confirm that the Funding won't be used for...	<ul style="list-style-type: none"> <li>• Supporting political organisations or individuals</li> <li>• Covering ongoing revenue costs, such as salaries or running costs</li> <li>• Replacing any withdrawn funding from the Council for existing projects</li> <li>• Funding public sector bodies or private companies to carry out their statutory duties</li> <li>• Projects that contravene any of the Council's agreed policies or priorities</li> <li>• Paying for a consultant to make an application to the fund on the applicants' behalf</li> <li>• Retrospective funding</li> </ul>
Is there wider community support?	<p>Using the Commonplace platform, you will need to demonstrate that others in your community support the project idea and that it will benefit the wider community. This forms one element of community engagement and should complement other engagement tools, such as social media. Where possible you can also highlight any backing received from your local County Councillor, other local community groups or clubs or any other organisations from across Surrey</p>

### Stage 3 – Full Submission

If your proposal meets the criteria for the Fund, you will be invited to submit a full project plan, including supporting document and evidence of community engagement. Commonplace B runs alongside as applicants are completing the full application (applicants can decide when their 28 days on Commonplace run).



- Where officers consider that a project has viability, bidders will be invited to complete the full application form. Detailed [guidance and templates](#) are available online.
- The full application also requires applicants to upload supporting documentation to provide evidence of community engagement, building consents, a business case and implementation plans. A full list of required supporting documentation is below, and templates for each of these can be found linked on the YFS website and in the full submission guidance document.
  - [Cash Flow Template \(XLS\)](#)
  - [Financial Breakdown and Balance Sheet \(XLS\)](#)
  - [Project Plan Template \(small grants\) \(XLS\)](#)
  - [Project Plan Template \(large grants\) \(XLS\)](#)
  - [Evaluation Plan Template \(DOC\)](#)
  - [Needs Assessment Template \(DOC\)](#)
  - [Management and Maintenance Plan \(PDF\)](#)
- Alongside the Full Submission, all projects will also be provided with a 'project engagement page' from the [Your Fund Surrey Commonplace site](#). These pages will be used to gain a deeper understanding of how local communities feel about project proposals.
- Projects will be hosted on the Commonplace site for a period of up to 28 days, and this period can begin whenever applicants choose. At the end of this period, a summary report will be sent to the organisation of the engagement the project has received. Applicants will be supported throughout this time by the Your Fund Surrey team.
- As part of the initial review of an Idea Submission, officers will be able to provide feedback on areas in which people could strengthen their bids or provide feedback on how a proposal could be amended for it to be resubmitted for a future funding.
- Alternatively, where a project is not appropriate for the Fund, officers will try to provide advice on other funds and/or opportunities to which the project may be relevant. In responding to those submitting proposals that have been unsuccessful, where it is applicable, this will include signposting to other resources, guidance, and/or sources of funding that could be helpful.





## Stage 4 – Assessment and Scoring Against Criteria

The Your Fund Surrey Team will formally assess and score applications against the set criteria for the Fund. Applications are scored by 2 YFS officers and at least one member of the Expert Hub using a weighted scoring matrix.



- Formal applications will be assessed and scored against a set of criteria, which includes the positive benefits to the community, deliverability and legacy of a project, and a Full Application Assessment Report will be completed. Please see [Annex 5](#) for the Full Application Assessment Report template.
- All projects will need to answer questions in the full application in relation to their project's Equality Impact and Environmental Sustainability, which will be reviewed as part of the scoring process.
- Details of the scoring criteria can be seen in the table below.

Criteria to be scored against	Details
How will the project be delivered?	Projects should have a clear project plan in place to show how the project will be delivered and demonstrate you have the necessary support needed to do so
Is there any additional help needed to run the project?	Proposals should highlight if there are additional people or volunteers that can be called upon, or money from other sources that can be used to make the project work
What are the long-term benefits?	Please outline how using the funding will have lasting benefits, for at least five years going forward, explaining who will benefit and how they will benefit
Does it make a positive difference to people's lives?	Show us how the project will make a positive difference to peoples' lives and the wider community. This could include improving people's health and wellbeing, the environment around them or helping people to come together
Has the environmental impact of the project been considered?	Demonstrate what steps applicants will take to create positive environmental impacts and reduce negative environmental impacts through their project.

### Scoring

- The process of scoring will be coordinated by YFS officers, and as required will involve input from specific teams that will have detailed knowledge in the service area related to the aims of the project.
- The YFS Scoring Matrix Template is attached in [Annex 3](#).



## Weighting

- Outside the pass/fail criteria, scores for the other criteria will be weighted to reflect their relative importance. Once the project has been scored against each of the criteria, a weighted overall score will be produced.

Criteria	Scoring	Weighting
How will the project be delivered?	1-5	30
Is there any additional help needed to run the project?	1-5	17.5
What are the long-term benefits?	1-5	17.5
Does it make a positive difference to people's lives?	1-5	17.5
Has the environmental impact of the project been considered?	1-5.	17.5

### *Full Application Criteria Weighting*

- A scoring matrix will be used as part of the process ([Annex 3](#)). This will set out clearly why a project has scored the way it has against each criterion and will add robustness and a clear audit trail to the decision-making process. This also ensures that if any funding decisions are challenged or Freedom of Information requests submitted that there is clear evidence behind how a decision has been reached.
- For projects of higher value and complexity, it is suggested that a meeting, either virtually or in the form of a visit where appropriate, will be undertaken with representatives (either internal/external) that have put the project forward to enable any final questions or issues to be answered that have not been able to be resolved through the review of the written proposal.



## Stage 5 – YFS Advisory Panel to review shortlisted proposals

The Your Fund Surrey Advisory Panel will review shortlisted applications following assessment and scoring of bids to advise on and inform the final officer recommendations to the appropriate decision-maker. The Panel may choose to re-refer an application.



The role of the YFS Advisory Panel will be to review shortlisted applications following the assessment and scoring of bids by the network of experts, and to advise and inform the final officer recommendations to the appropriate decision-maker. Periodically, the panel might need to review its own performance and effectiveness in relation to the Fund. Full details of the Advisory Panel Terms of Reference are attached in [Annex 4](#).

The YFS Advisory Panel functions only in an advisory capacity and its role is intended to assist formal decision-making processes which sit outside the Panel. The Panel will operate with the direct support and advice of key officers under the oversight of an Executive Director within the County Council.

### Membership

The Cabinet Member for Communities will convene a cross-party panel of 8 County Councillors and will chair the discussions of the 8 panel members.

The YFS Officer Team will be in attendance to administer YFS Advisory Panel meetings. Key Council officers and / or nominated representatives will be in attendance as is required, in order to provide expertise, experience and guidance.

Representatives from either community and/or business backgrounds may be invited to attend on an ad hoc basis in a supporting role at the discretion of the Chair to offer specific expertise, experience, and guidance.

### Operation

#### Shortlisted proposals & Recommendations

The YFS Advisory Panel will advise and inform the final officer recommendations to the appropriate decision-maker in relation to all applications that have been shortlisted and submitted to the YFS Advisory Panel by officers for consideration.

There will not be a set number (or limit) of proposals that can be shortlisted by officers for consideration by the panel; projects will only be shortlisted if they meet all the essential criteria and score the minimum total which is set.

Prospective projects may be submitted for consideration by the YFS Advisory Panel at more than one stage of the prospective project's development and may be re-referred to the panel for subsequent consideration.

All projects should be considered objectively upon their own merits against the set criteria of the Fund and the advice of officers.

A report on each application will be circulated to Advisory Panel members and the Chair in advance of the panel meeting ([Annex 5](#)). Shortlisted applicants may be asked to provide a short presentation and answer questions from the Panel relating to their shortlisted submission to assist with the consideration process. This part of the process may be an open part of the session.

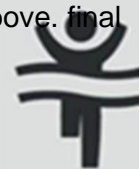
As part of their considerations, Members on the YFS Advisory Panel will be asked to take a Surrey-wide view of projects. Members of the Panel are personally responsible for deciding whether or not they should declare an interest in relation to any matters discussed at the YFS Advisory panel as set out in the [Member Code of Conduct](#). They should declare this to officers and then take appropriate action.

After each meeting of the YFS Advisory Panel the YFS Manager will produce an advisory panel action note which will include the following:

- final officer recommendations subsequent to the input of the panel
- the key discussion points raised by members of the panel, and
- identify the appropriate decision maker (in-line with the delegations agreed by Cabinet)

## Stage 6 – Formal Decision-Making Process and Award of Funding

The Your Fund Surrey Advisory Panel will advise on and inform final officer recommendations to the appropriate decision maker on the proposed funding awards to be made. All financial decision will then be taken within the County Council's formal decision-making process. Successful projects which gain funding will then be monitored to ensure delivery against agreed outcomes.



### Formal Decision-Making Process (post-YFS Advisory Panel)

All financial decisions relating to the fund will be taken by the appropriate decision maker as set out in the [Cabinet Report July 2020](#) and will be taken within the Council's established Financial Approval framework.

The YFS Advisory Panel functions only in an advisory capacity and its role is intended to assist formal decision-making processes which sit outside the Panel. The role of the YFS Advisory Panel will be to review shortlisted applications following the assessment and scoring of bids by the network of experts, and to advise and inform the final officer recommendations to the appropriate decision-maker on the proposed funding awards to be made.

To ensure that final decision-making is as streamlined and proportionate to the amount being sought as possible, Cabinet has approved delegated authority for final decisions on funding awards in three bands, with the intention that the named decision maker will make such decisions in full consideration of the YFS Advisory Panel's key discussion points. The delegation amounts are as follows:

- **Projects up to £100K** – delegated to the Executive Director with direct responsibility for the delivery of Your Fund Surrey.<sup>2</sup>
- **Projects between £100K and 500K** – delegated to the appropriate Cabinet Member as determined by the Leader<sup>3</sup>
- **Projects over £500K** – decision taken by Cabinet<sup>4</sup>

After each meeting of the YFS Advisory Panel the YFS Manager will produce an advisory panel action note which will include the following:

- final officer recommendations subsequent to the input of the panel
- the key discussion points raised by members of the panel, and
- identify the appropriate decision maker where applications are approved (in-line with the delegations agreed by Cabinet)

The Action Note and any Annexes will be circulated to officers, the YFS Chairman and panel members. This will be added to meeting papers for the subsequent YFS Panel meetings.

<sup>2</sup>For reasons of transparency, all 'key decisions' to be taken by full Cabinet. A "key decision" means an executive decision which is likely either: (i) to result in the Council incurring expenditure, or making of savings with a value of £1m or over, and which are significant having regard to the budget for the service or function to which the decision relates; or, (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions in the county. (iii) "Key decisions" may only be made in accordance with the requirements of the Cabinet Procedure Rules.

<sup>3</sup> See above

<sup>4</sup> See above



## Approvals up to £100K

The responsible Executive Director will take a delegated decision on the award of financial funding to applicants.<sup>5</sup>

- Delegated Officers Decision Report Produced  
Based on the Democratic Services Template, the YFS Programme Manager will be responsible for producing a report for non-key decisions based upon the final officer recommendations subsequent to the input of the YFS Advisory Panel. For reasons of transparency, all 'key decisions'<sup>6</sup> to be taken by full Cabinet.
- Delegated Officers Decision Report Circulated and Published  
The Officer Decision, on the basis of the report, can be taken via electronic mail or Microsoft Teams session for approval<sup>7</sup>.

The YFS Programme Manager will then be responsible for preparing a record of decisions taken under delegated powers by the responsible Executive Director. The record of delegated officer YFS decisions will be sent to Democratic Services for publication in line with standard procedures and circulated by officers to members of the YFS panel and Chair upon publication.

The decision notice will be added as an annex to the papers of the next meeting of the YFS Advisory Panel for reference, as part of a record of decisions taken in relation to YFS by the relevant decision makers.

- Delegated Officers Decision Report Annex to Cabinet Report  
The decision report added to the annex for noting to next monthly Cabinet YFS report<sup>8</sup>.

## Approvals £100K-£500K

The responsible Cabinet Member will take a delegated decision<sup>9</sup> on the award of financial funding to applicants.

- Individual Cabinet Member Decision Making Report Produced & Published  
Based on Democratic Service Template, the YFS Programme Manager will be responsible for producing an individual Cabinet Member Decision Making Report based upon the final officer recommendations subsequent to the input of the YFS

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<sup>5</sup>Where the Advisory Panel has been unable to reach a broad consensus in relation to a specific Officer recommendation regarding a proposed project valued between £10,000 - £100,000, any significant split of opinion on the YFS Advisory Panel will be set out as key discussion points within the YFS Advisory Panel Action Note for the Executive Director for Communities as the designated Decision Maker to take into consideration. The designated decision maker has the discretion to refer the matter to Cabinet for decision.

<sup>6</sup> See footnote 2

<sup>7</sup> Note: there is no specific requirement for delegated decisions to be made in a public setting, the Executive Director may choose to take the decision in the presence of Officers.

<sup>8</sup> Cannot be subject to call in  
See footnote 5

Advisory Panel. For reasons of transparency, all 'key decisions'<sup>10</sup> to be taken by full Cabinet. This report will be published as part of the agenda pack for the next scheduled Cabinet Member for Communities Decision Making Meeting.

- Cabinet Member Decision

The Cabinet Member will decide upon the final officer recommendations contained in the published YFS Individual Cabinet Member Decision report at the next scheduled Cabinet Member for Communities Decisions Meeting. This will be a formal meeting held in public to which the public and councillors may attend, and questions be submitted.

- Cabinet Member for Communities Decision Notice Produced & Published

The Cabinet Member will decide upon the final officer recommendations contained in the published YFS Individual Cabinet Member Decision report at the next scheduled Cabinet Member for Communities Decisions Meeting. Decisions relating to YFS will be incorporated and published in the decision notice for the meeting according to standard procedures and are subject to call-in.<sup>11</sup>

Any delegated decisions taken by the Cabinet Member would be reported for noting under the relevant standing item on the Cabinet agenda. The decision notice will be added as an annex to the papers of the next meeting of the YFS Advisory Panel for reference, as part of a record of decisions taken in relation to YFS by the relevant decision makers.

### **Approvals over £500K & Key Decision - Cabinet Report for decision**

The Cabinet will make the decision on all project expenditure over £500k in line with the normal Cabinet decision making process as set out within the constitution.

- Standing item on YFS to be included on the Cabinet forward plan.

This is to allow for any YFS decisions requiring Cabinet approval to be made at the next available Cabinet meeting.

- Standing YFS Cabinet report produced and published (monthly)

A rolling Cabinet report prepared by the YFS Programme Manager will be published as part of the agenda pack for the next scheduled Cabinet Meeting. The report will incorporate the below:

- For any YFS decisions requiring Cabinet approval the Cabinet report will contain final officer recommendations (subsequent to the input of the YFS Advisory Panel) on the face of the report for the approval of key decisions if required.
- The body of the report will incorporate key information specific to any project requiring key decisions for approval.

- Cabinet Decision Notice Produced & Published

The YFS Cabinet report will be presented to Cabinet for consideration. The Cabinet will then decide upon the final officer recommendations. The Cabinet decisions will be incorporated and published as part of the Cabinet decision notice according to standard procedures and are subject to call-in<sup>12</sup>.

<sup>10</sup> See footnote 2

<sup>11</sup> Note: non-key financial decisions taken under this delegation are not subject to call-in.

<sup>12</sup> The update elements of the Cabinet report are only for noting and are therefore not subject to call-in.



The decision notice will be added as an annex to the papers of the next meeting of the YFS Advisory Panel for reference, as part of a record of decisions taken in relation to YFS by the relevant decision makers.

Additional Note:

- YFS Cabinet Report - Update Section  
The monthly report to Cabinet will incorporate a regular update on the latest information and performance of the fund based on the monthly Member update. It will detail the delegated Officer Decision making (up to £100k) and Cabinet Member Decision Making (£500k), taken in relation to the YFS fund for the relevant period, along with relevant annexes<sup>13</sup>.

### **Provisional Offer**

- Once the financial decision has been taken and published and the call-in period has expired, the YFS Team officers will issue a provisional offer of funding to the applicant, including a copy of the drafted Funding Agreement incorporating any additional conditions.
- The drafted funding agreement form will include the performance measures that will be put in place to ensure the funding is used as intended as well as outlining any support or additional conditions agreed as part of the funding award. At this stage performance monitoring requirements and legal expectations should be outlined clearly.

### **Funding Award**

- Once the drafted Funding Agreement has been returned and signed according to the County Council's signing protocols (this will either be electronically via DocuSign for funding £500,000 or less, for funding over £500,000 the document will either be sealed or signed by hand), the final Funding Agreement will be confirmed and provisions for payment(s) will be made.
- The funding agreement contains all of the conditions attached to the funding and sets out the rights of both parties (the Council and the recipient of the funding). To effectively manage and mitigate risks, payment of the grant will only be made when evidence is provided that all required funding is in place for the commencement of the project.
- Funding may be awarded in tranches conditional on fulfilment of required conditions, including specific evaluation and monitoring criteria.
- Successful applicants will be monitored against what is included in their application supporting documentation and may be subject to independent verification and checks for audit purposes.

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<sup>13</sup> Please see above.



## **Information and Case Study Information on Successful Projects**

- Key information on successful projects will be shared on a new section of the YFS Commonplace site and case studies prepared.
- This in in-line with the ethos of the Fund to allow the sharing of best practice across the county to help other prospective residents or groups who may be considering putting project proposals forward.



# Annexes

## Annex 1 – Useful Links

[Your Fund Surrey Website](#)

[Your Fund Surrey Promotional Video - YouTube](#)

[Idea Submission Guidance Document](#)

[Full Submission Guidance Document](#)

[Frequently Asked Questions](#)

## Cabinet Reports & related documents

### 21.07.2020

- [Report of The Community Projects Fund Task Group](#)
- [Cabinet Responses to CPF Task and Finish Group](#)
- [Webcast for 107/20](#)

### 21.07.2020

- [Cabinet Report 210720](#)
- [Webcast 210720](#)
- [Annex 1 – CPF process and criteria \(V.1 internal reference\) 210720](#)
- [Annex 2- Equalities Impact Assessment 210720](#)

### 29.09.2020

- [Cabinet Report 290920](#)
- [Webcast 290920](#)
- [Annex 1. CPF Process and Criteria \(V.3 internal reference\) 290920](#)
- [Annex 2. Equality Impact Assessment 290920](#)

### 26.01.2021

- [Cabinet Report 260121](#)
- [Webcast 260121](#)
- [Equality Impact Assessment 26012](#)





## Summary

This document sets out the latest information on Your Fund Surrey (YFS), including details of the application process regarding the role of the Expert Hub, which is established in an advice-giving role to support the effective administration of the fund.

## Vision

The vision of Your Fund Surrey is to bring community-led place-making projects to life, with a focus on wider community benefit that leaves a real legacy.

The fund is designed to give financial backing to projects submitted by residents and community groups that will enhance their local area, with people encouraged to 'Think Big'. The fund aims to empower communities by:

- Connecting residents and community groups to build ideas.
- Stimulating local engagement and involvement.
- Providing the financial backing for community-led projects.
- Delivering benefits that match local need.
- Build local resilience and sustainability by helping people help themselves.

A dedicated YFS Team comprising the Your Fund Surrey Manager and two Project Advisors have been appointed to support the running of the fund.

## Application Process

The application process for YFS was co-designed with resident and community input, to ensure that the fund is both easy to use and widely accessible, so that all communities in Surrey can benefit. An open, transparent, and supportive approach underpins the application process with clear guidance available for applicants at all stages.

The YFS process has low barriers to the initial entry and requires a proportionate investment in time from residents or groups, dependent on how far they progress. Feedback is offered to all unsuccessful applicants. There is no direct competition between applicants and no bidding rounds or submission deadlines. Instead, applicants are encouraged to submit when ready.

The application process consists of 6 stages, a summary of the application stages, clarifying the role of Expert hub at each stage is attached at the end of this report.

Applicants are encouraged to seek the support and encouragement of the local County Councillor/s at an early stage when putting a potential project together.



YFS is open to all to log an idea, but to apply for funding they have to be a registered group, this can include voluntary or community organisations, registered charities, constituted group or club, community interest company (CIC), social enterprise and parish or town councils (for any non-statutory related activity).

Funding is not available to the public sector to carry out their statutory duties and this includes district and borough councils. Although district and boroughs are not able to submit an application directly to the fund, they have the ability to support or enable a voluntary or community group to develop projects and submit applications to the fund.

### Key Timeline\*

- **November 2020** - Launch of Your Fund Surrey and the Commonplace map where people can post their ideas on an interactive map.
  - **March 2021** - The Ideas Submission Portal stage of the application process opened for submissions. This was low key due to the proximity to local elections and COVID19 lockdown.
  - **Spring 2021** - Assessment of projects, to determine which projects progress to the full submission stage of the application process.
  - **Late Spring 2021** - Rigorous assessment of full project submissions from applicants, undertaken by YFS team supported by the Expert hub, a group of subject experts from across the Council and partners. Shortlisted applications referred to the YFS Advisory Panel for consideration.
  - **August 2021** - Your Fund Advisory Panel inducted and starts to advise on and inform the final officer recommendations to be made to the appropriate decision-maker.
  - **August/September 2021** - First funding awards to be announced.
- \* Note : Limited operation 22 March – 6 May 2021 in pre-election period

### Resources and Support

Groups can access a range of support in relation to YFS:

- Dedicated County Council [Webpages](#)
- [Guidance Documents](#)
- Regular updates via Commonplace [News & Website](#)
- Q&A Sessions hosted on Zoom bookable via Eventbrite
- Access [FAQ](#) regularly updated via the [Website](#)
- Submit queries to a dedicated inbox for questions [yourfund@surreycc.gov.uk](mailto:yourfund@surreycc.gov.uk)

## **Role of the Expert Hub**

Professional officers who form the YFS Expert Hub have been identified from within the Council, borough and district councils and the voluntary sector to provide specialist insight for the eligibility of funding, which will assist the YFS team in rigorously assessing applications against the fund requirements and scoring criteria.

Services are identified by the YFS team based on the expectation of projects coming through and are supplemented in response to the applications received and types of expertise required, or a requirement to involve, such as Land and Assets for a SCC Council owned asset.

Experts are nominated by senior officers in the various services. Several services were initially identified as key according to their specialist field, for example, both Finance and Audit.

The primary role of the YFS Expert hub is to review applications to provide insight for the eligibility of funding, which will assist the YFS team in rigorously assessing applications against the fund requirements and scoring criteria.

Through the YFS team, the Expert Hub may request further supporting information or additional clarification in relation to an application and contribute to specific funding terms relevant to the project.

As a key point of contact for the YFS team the Chair of the YFS Advisory Panel may invite Expert Hub representatives to provide input to the Advisory Panel on projects.

The YFS Programme Team shall be responsible for preparing and circulating papers, coordinating the Expert Hub representatives and for producing and maintaining accurate action notes.

All representative of the Expert Hub must respect the confidentiality of any papers made available to them for the purpose of meetings or otherwise for so long as those papers remain confidential.

## **Conduct of the Expert Hub**

All Expert Hub representatives will be asked to take a Surrey-wide view of projects. Officers are bound by their respective Codes of Conduct of the local authority by whom they are employed.

Expert Hub representatives must disclose any interest relating to a shortlisted submission under consideration and must withdraw from the room when it becomes apparent that the matter is being considered at that meeting and must not participate in the proceedings.

## Departments/Organisations

- Arts and Culture
  - Active Surrey
  - Audit
  - CIL
  - Community Resilience
  - Countryside
  - Environment, Landscapes and Habitat
  - Surrey Hills, Traffic calming
  - Waterways, Rights of Way and Estates
  - Economic Regeneration
  - Epsom and Ewell Borough Council
  - Land and Assets
  - Guildford Borough Council
  - Highways
- Highways Design
  - Legal
  - Mole Valley District Council
  - Place
  - Planning
  - Reigate and Banstead Borough Council
  - Renewable Energy
  - Runnymede Borough Council
  - Spelthorne Borough Council
  - Surrey Community Foundation
  - Surrey Heath Borough Council
  - Tandridge District Council
  - Waverley Borough Council
  - Woking Borough Council

## Key contacts

General Your Fund Surrey Inquiries: [yourfund@surreycc.gov.uk](mailto:yourfund@surreycc.gov.uk)



**Annex 3 – Your Fund Surrey Scoring Matrix Template**

*Introduction to document*

<b>Organisation Name:</b>	<b>Project Name:</b>	<b>CF Reference:</b>
<b>Scorer:</b>	<b>Total Score:</b>	<b>Successful / Unsuccessful?</b>

*Introduction setting out process to scorer / guidance*

<b>Question</b>	<b>Criteria Details</b>	<b>Comments</b>	<b>Weighting</b>	<b>Score (1-5)</b>	<b>Moderation</b>
How will the project be delivered?	Projects should have a clear project plan in place to show how the project will be delivered and demonstrate you have the necessary support needed to do		30		
Is there any additional help needed to run the project?	so. Proposals should highlight if there are additional people or volunteers that can be called upon, or money from other sources that can be used to make the project work.		17.5		





What are the long-term benefits?	Please outline how using the funding will have lasting benefits, for at least five years going forward, explaining who will benefit and how they will benefit. Show us how the project		17.5		
Does it make a positive difference to people's lives?	will make a positive difference to peoples' lives and the wider community. This could include improving people's health and wellbeing, the environment around them or helping people to come together. Show that the project		17.5		
Has the environmental impact of the project been considered?	will encourage sustainable practices and activity and that long term won't have a negative impact on the environment.		17.5		



Microsoft Excel  
97-2003 Worksheet

Final Score Calculator:

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## **Annex 4 – Your Fund Surrey Advisory Panel Terms of Reference and**

### **Explanatory Notes**

**Your Fund Surrey (YFS)** is a transformative capital fund from Surrey County Council of £100m over five years, designed to deliver community-led improvement projects to life at a scale to make a truly significant difference to communities.

A YFS Advisory Panel has been established to support the effective administration and grant making processes for the Fund.

### **Terms of Reference**

The role of the YFS Advisory Panel will be to review shortlisted applications following the assessment and scoring of bids by the network of experts and to advise and inform the final officer recommendations to the appropriate decision-maker. Periodically, the panel might need to review its own performance and effectiveness in relation to the Fund.

The YFS Advisory Panel functions only in an advisory capacity and its role is intended to assist formal decision-making processes which sit outside the Panel. The Panel will operate with the direct support and advice of key officers under the oversight of an Executive Director within the County Council.

All financial decisions will be taken by the appropriate decision maker as set out in the [July 2020 Cabinet Report](#). All financial decisions relating to the Fund will be taken within the County Councils established Financial Approval framework.

## Explanatory Notes

### Membership

The Cabinet Member for Communities<sup>14</sup> will convene a cross-party panel of 8 County Councillors and will chair<sup>15</sup> the discussions of the 8 panel members<sup>16</sup>.

The YFS Officer Team will be in attendance to administer YFS Advisory Panel meetings. Key County Council Officers and / or nominated representatives will be in attendance as is required, in order to provide expertise, experience and guidance.

Representatives from either community and/or business backgrounds may be invited to attend on an ad hoc basis in a supporting role at the discretion of the Chair to offer specific expertise, experience, and guidance.

### Operation

#### Shortlisted

- The YFS Advisory Panel will advise on and inform the final officer recommendations to the appropriate decision-maker in relation to all applications that have been shortlisted and submitted to the YFS Advisory Panel by officers for consideration.
- There will not be a set number (or limit) of proposals that can be shortlisted by officers for consideration by the panel; projects will only be shortlisted if they meet all the essential criteria and score the minimum total which is set.
- Prospective projects may be submitted for consideration by the YFS Advisory Panel at more than one stage of the prospective project's development and may be re-referred to the panel for subsequent consideration.
- All projects should be considered objectively upon their own merits against the set criteria of the Fund and the advice of officers.

#### Meetings

- Meetings will be scheduled monthly, with the option to hold additional meetings at the discretion of the Chair.
- Meetings may take place virtually, or a combination of in person and virtually, via MS Teams or Zoom as deemed appropriate.
- On matters requiring an urgent response or for expediency a special meeting of the YFS Advisory Panel may be called by the Chair, or all YFS Advisory Panel Members may be consulted via electronic mail.
- Where practicable, once papers have been circulated members of the panel should seek to raise any key lines of enquiry they may have relevant to the matters under discussion in advance of the sessions with the YFS Team, in order that officers may prepare the relevant information for members to consider.

<sup>14</sup> Or the relevant Cabinet YFS Portfolio Holder

<sup>15</sup> Please refer to 'Chairmanship' section of Terms of Reference for details on the role of the Chair

<sup>16</sup> The YFS Advisory Panel comprises of 8 cross-party county councillors, in addition the Cabinet

Member for Communities as portfolio holder will chair the sessions

### Chairmanship

- The Cabinet Member for Communities as the relevant portfolio holder will chair the panel, which will comprise of 8<sup>17</sup> cross-party county councillors, to gain maximum benefit out of its advisory role.
- The Cabinet Member's role in convening the Panel is to help inform the formal decision-making processes by bringing a wider range of views into account from the wider Advisory Panel membership.
- Under the chairmanship of the Cabinet Member for Communities, the 8 YFS Advisory Panel Members should feel free and able to fully express their views in the knowledge that these will be recorded in the YFS Advisory Panel Action Note.

### Quorum

- The quorum may not be fewer than three of the eight standing elected members of the YFS Advisory Panel. The Chair will adjourn the meeting if there is not a quorum present.

### Representations

- Shortlisted applicants may be asked to provide a short presentation and answer questions from the Panel relating to their shortlisted submission to assist with the YFS Advisory Panel considerations. This part of the process may be an open part of the session.
- Visits to shortlisted projects for the YFS Advisory Panel will also be arranged where it is deemed necessary or upon request.

### Administration

- The YFS Programme Manager will act as the Manager for the YFS Advisory Panel and shall be responsible for preparing and circulating papers advising on matters and for producing and maintaining accurate action notes.
- The YFS Team will prepare a Full Application Assessment Report for each proposed project containing a description and key information on the project including the officer recommendations for the consideration of the Panel.
- Where possible, meeting papers will be circulated one week, and no later than five days, in advance of the YFS Advisory Panel Meeting.
- After each meeting of the YFS Advisory Panel the YFS Manager will produce an advisory panel action note which will include the following:
  - final officer recommendations subsequent to the input of the panel
  - the key discussion points raised by members of the panel, and
  - identify the appropriate decision maker (in-line with the delegations agreed by Cabinet)

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<sup>17</sup> See above

## Recommendations

- The role of the YFS Advisory Panel will be to review shortlisted applications following the assessment and scoring of bids by the network of experts and advise on and inform the final officer recommendations to the appropriate decision-maker.
  - The officer recommendations for funding will be evidence based, objective and consistent with both funding criteria, officer advice and Surrey County Council policies. The YFS Team will prepare a Full Application Assessment Report for each proposed project containing a description and key information on the project as well as officer recommendations for the consideration of the Panel.
  - The YFS Advisory Panel functions only in an advisory capacity and its role in advising on and informing the final officer recommendations is intended to assist formal decision-making processes which sit outside the Panel.
  - The YFS Advisory Panel, via the Chair, has the ability to request further supporting information or additional clarification from an applicant via officers.
  - The YFS Advisory Panel, via the Chair, has the ability to request the resubmission of an application with all required information to a subsequent panel for further consideration.
  
- When seeking to fulfil its role in advising on and informing the final officer recommendations in relation to Your Fund Surrey, the YFS Advisory Panel should seek to do this on the basis of a broad consensus.
  - Where the Advisory Panel is unable to reach a broad consensus in relation to a specific officer recommendation, any significant split of opinion on the YFS Advisory Panel should be noted and explained fully in the YFS Advisory Panel Action Note. This is in order that the appropriate Decision Maker may take into full consideration the wider views of members of the Panel. The designated decision maker has the discretion to refer the matter to Cabinet for decision if appropriate.

## Conduct

- Members on the YFS Advisory Panel will be asked to take a Surrey-wide view of projects and be considerate of the ethos of YFS and the wider strategic direction of the County Council.
- Members should, at all times, ensure they are upholding the values of the County Council and acting in the interest of residents. Councillors and local authority officers should uphold the Seven Principles of Public Life, also known as the Nolan Principles, in their dealing with YFS.
- Members and officers are bound by their respective Codes of Conduct of the authority. ([Member Code of Conduct](#), [Officer Code of Conduct](#))
- Members on the YFS Advisory Panel can still offer support and advice to any local projects within their area wanting to apply for the funding.
- A Councillor is personally responsible for deciding whether or not they should declare an interest in relation to any matters discussed at the YFS Advisory panel as set out in the [Member Code of Conduct](#). They should declare this to officers and then take appropriate action.
- Members should be considerate of any engagement or correspondence with project applicants outside of the established processes.
- All Members must respect the confidentiality of any papers made available to them for the purpose of meetings for so long as those papers remain confidential.



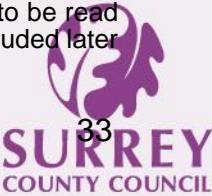
**Annex 5 – Full Application Assessment Report**



<b>Officer Recommendation<sup>18</sup>:</b> Summary:	
<b>Organisation name:</b>	<b>CF Ref:</b>
<b>Description of project / need/challenge/benefits</b>	
<b>Amount applied for:</b> Total project cost: Percentage of cost against total:	<b>Other funding:</b>
<b>Location (map)</b>	
<b>Divisional Councillor / do they have knowledge of the project?</b>	
<b>Key delivery dates:</b>	
<b>Scoring against criteria:</b>	

*Continues on next page*

<sup>18</sup> This should be a list of numbered recommendations. Recommendations need to be able to be read alone and the recommendation should be completely clear. Further information should be included later in the report giving the reasons for recommendations.







**Your Fund Surrey Assessment Report**

Date:  
Officer initials:

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**Expert Hub Comments**

Date:  
Expert hub:

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**Date of Advisory panel meeting:**  
**Officer Recommendation:**

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# Agenda

*Date*

*Time*

Teams Meeting

## **Chairman**

Denise Turner-Stewart, Staines South and Ashford West

## **Appointed Members**

Helyn Clack, Dorking rural

Nick Darby, The Dittons

Tim Hall, Leatherhead and

Fetcham East

Robert Evans, Stanwell & Stanwell Moor

David Lewis, Camberley

west

Lesley Steeds, Lingfield

Hazel Watson, Dorking Hills

Catherine Baart, Earlswood

and Reigate South

- 1 ATTENDEES AND APOLOGIES FOR ABSENCE**
- 2 DECLARATIONS OF INTEREST**
- 3 APPLICANT REPRESENTATIONS** *Representatives will leave the meeting after this item.*
- 4 ACTION NOTE FROM THE PREVIOUS MEETING**
- 5 FULL APPLICATIONS FOR CONSIDERATION**
- 6 FEASIBILITY APPLICATIONS**
- 7 REVIEW OF FINAL OFFICER RECOMMENDATIONS AND RELATED FUNDING CONDITIONS**
- 8 OFFICER RECOMMENDATION TRACKER**
- 9 DATE OF NEXT MEETING**
- 10 ANY OTHER BUSINESS**
- 11 PROGRAMME UPDATES**



## ~~Annex 7 – Your Fund Surrey - Privacy Notice~~

### Details

- Name of Service - Community Partnership & Engagement
- Directorate - Transformation, Partnership & Prosperity
- Date of Issue: 1 March 2021
- Review Date: 1 May 2021

### Notice

#### **The reasons why we use your personal data - purpose /function of the Service:**

This privacy notice applies to the functions of the Your Fund Surrey team on behalf of the Community and Partnerships Service for the Council.

Our commitment is to engage and empower community-led place-making projects by being open, transparent, and accountable in our assessment and granting of funds.

To enable local Communities to spend up to £100m over the next five years on projects to improve their local area.

To engage and empowering communities to contribute ideas by:

- Connecting - residents and community groups to build ideas
- Stimulating - local engagement and involvement
- Providing - the financial backing for community-led projects
- Delivering - benefits that match local need
- Building - local resilience and sustainability by helping people help themselves

To ensure submissions via the applications, assessment and approval process meet the criteria\* and prove to deliver positive benefit for local people.

\* As grant funding is paid from public funds, which are subject to scrutiny, the process at all stages involve will incorporate research and statistical analysis, auditing and evaluation on the use of funds.

#### **What processing of personal data is undertaken by the specific team(s)/services:**

In order to carry out our activities and obligations your personal data in conjunction with the information about your organisation is being used as follows:

- Logging or liking an idea on the Commonplace map

We invite individuals, groups, and organisations to pin their ideas on the Commonplace map, where they can also subscribe to receive automatic notifications when news items are published on the website.

Once registered on Commonplace you can unsubscribe, or change your preferences at any time, by logging on to the site.

Verification of the person logging or liking an idea and to enable the Your Fund Surrey team to monitor the diversity of engagement with the fund.

#### *Attending a Q&A session or “1-2-1”*

When booking onto a Q&A session or “1-2-1” attendance data and information including expressions and opinions will be collected via feedback surveys from people who have signed up for a session as part of service improvement .

#### *Ideas submission application*

At the first stage of the application process, information is obtained from individuals, groups and organisations who have registered on the application portal to apply for funding using the online application form. By logging onto the portal applicants can change their details or close their account at any time.

#### *Partnership working*

Communication with members of the Your Fund Surrey Expert panel and the Advisory panel including representatives from external organisations. These organisations include (but are not limited to) District/Borough Councils, Community Foundation for Surrey, and Active Surrey. We contact them to add expert advice, challenge applications and to inform new policy and practice in relation to the specific subject area.

Potential grant applicants and other interested parties may wish to contact you about your project. We will never pass on your contact details to these people without seeking your consent first.

#### *Assessment and Granting of funding*

As part of the financial assessment and approval process, potential successful applicants’ data will be subject to verification processes, anti-fraud checks, credit referencing and also in accordance with our legal obligations.

#### *Use and granting of public funds will be subject to scrutiny and include the following*

- Auditing
- Research and Statistical analysis (at an anonymised level) including fund evaluation
- Equal opportunity monitoring
- Residents who contact the Your Fund Surrey team to ask a question, or discuss their project idea, may have their contact details kept by the team in order to contact them on their idea or application.

## What Information do we collect?

We collect this personal data at each of the following stages:

- Logging or liking an idea on the Commonplace map
- Attending a Q&A session or “1-2-1”

We collect the following personal data for the Ideas submission application:

- Name
- Age group
- Address and contact details
- Location
- Link to the county (i.e. resident)
- Gender
- Disability
- Ethnicity Membership of an organisation
- Employment status

We collect the following personal data including related organisation information as part of the assessment, approval and granting of funding process:

- Name
- Age group
- Address and contact details
- Location
- Link to the county (i.e. resident)
- Gender
- Disability,
- Ethnicity
- Membership of an organisation
- Employment status
- Expert opinions and expressions
- Contractor/sub-contractor details
- Financial information
- Employment details

### Auditing

All personal data mentioned above and held by Your Fund on the individual and related to their organisation may be assessed.

Research and Statistical analysis including fund evaluation (reported at an anonymised level).



## How we are allowed to use your personal data?

- Equalities Act 2010

Legal obligation or public task under various UK legislation including but not limited to: For some activities we have a legal obligation or can act under a public interest task under various UK legislation. This includes, but is not limited to:

- Local Government Act
- Localism Act 2011
- The Crime and Disorder Act 1998
- The Welfare Reform Act 2012
- Health and Safety at Work Act
- Equalities Act 2010
- We also use data where necessary for contract with the individual.

## How we are allowed to use your personal data: Consent

To process your personal data, we will explain to you what we are asking you to agree to and why. If we have consent to use your personal data, you have the right to remove it at any time. If you want to remove your consent, please contact us at the following email address: [yourfund@surreycc.gov.uk](mailto:yourfund@surreycc.gov.uk).

## Who we share your personal data with:

We may share your data in order to respond to an enquiry or issue you have raised with us with the following:

Councillors and other departments within the county council.

Providers including internal and external experts such as representatives from the District and Borough Councils (if associated with the proposal).

Active Surrey.

Community Foundation for Surrey:

We may share your personal and related organisational data as part of the assessment and approval of your application to the National Anti-Fraud Network, credit reference and other selected agencies.

## Automated Decision Making i.e. when computers make any decisions about you:

We do not use automated decision making.

The logo for 'YOUR FUND SURREY' is located in the top right corner. It consists of the words 'YOUR', 'FUND', and 'SURREY' stacked vertically in a bold, purple, sans-serif font, all contained within a bright yellow rectangular box.

## 1. **Personal data being sent or processed outside of the UK and EU**

### **Retention of data**

Data will be retained for between 6-12 years. The minimum term will be for unsuccessful applications, or those who did not progress to the application stage to include the 5-year duration of the fund followed by 1 year for the purposes of evaluation.

The retention of data for successful applicants' will be dependent on the funding terms up to a maximum of 12 years.

The minimum standards for data retention are detailed in the SCC countywide data retention schedule.

### **Other information**

For further information on our privacy notices, please see [information and privacy](#).



**Annex 8 – Exemplar Member Monthly Report**



# YFS Highlights



**162**  
Ideas submitted up to the end of June  
The idea submission stage opened 1st March

**26**  
Applicants invited to the full submission stage



**Q & A's**

**62**  
Public sessions held

**555** **393**  
Questions raised and answered People attended

**32**  
1-2-1 sessions held

