



Llywodraeth Cymru
Welsh Government

The Legacy Fund Guidance

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

1. Introduction

This guidance relates to the Legacy Fund arrangements for 2018-19, for those eligible local authority areas which formally received Communities First funding.

2. Purpose

The guidance will enable eligible local authorities to:

- Understand the purpose and key aims of the Legacy Fund
- Prepare a proposal for funding
- Put in place arrangements so that delivery commences from 1 April 2018

3. Context

In his Oral Statement of 14 February 2017 (<http://gov.wales/newsroom/people-and-communities/2017/new-approach-to-building-resilient-communities-announced/?lang=en>) the then Cabinet Secretary for Communities and Children, Carl Sargeant, announced the phasing out of the Communities First programme by the end of March 2018. In his Statement the Cabinet Secretary advised that a £6m Legacy Fund would be available to local authorities from April 2018, to maintain some of the most effective aspects of Communities First and to ensure their retention beyond 2018.

4. Aims and Principles

The aim of the Legacy Fund is to maintain the most effective aspects of the Communities First Programme to support the development of resilient communities.

The most effective aspects of Communities First may be identified by drawing on evidence of performance and delivery of outcomes, in conjunction with the community, Public Service Boards (PSBs) and other key partners.

The Legacy Fund proposals should be informed by the following principles:

- Supporting individuals living in, or at risk of poverty
- Alignment with other Welsh Government early intervention and prevention programmes, including Families First, Flying Start and Supporting People
- Close working with the Communities for Work and Employability Grant programmes
- Supporting the development of resilient communities. Central to this approach being
 - Employability: ensuring communities are ready and able to work
 - Empowerment: making sure communities are engaged and empowered to have their voices heard in the decisions that effect them
 - Early Years: giving children the best start in life

Legacy Fund proposals should pay due regard to local well-being assessments and local well-being plans and should be developed in line with the sustainable development principles (the five ways of working) of the Well-being of Future Generations (Wales) Act 2015 and the Prosperity for All Strategy

5. Roles and Responsibilities

Roles and Responsibilities of Eligible Local Authorities:

Local authorities as grant recipients are expected to conduct themselves in accordance with the Nolan Principles.

Local authorities are required, amongst other matters, to comply with statutory requirements contained in the following legislation and acts:

Well-being of Future Generations Act (Wales) 2015
The Welsh Language Standards (No. 1) Regulations 2015
Data Protection Act 1998
Freedom of Information Act 2000
Equality Act 2010
Human Rights Act 1998
Rights of Children and Young Persons (Wales) Measure 2011.

Local authorities will be expected when working with partners to actively promote, the principles of equality, diversity, inclusion and human rights.

Local authorities are expected to:

- Maximise community benefits delivered through the Legacy Fund
- Work in conjunction with partners in the communities including the private and third sectors
- Ensure the Public Services Board for their area is engaged in the development of the Legacy Fund proposals.
- Provide Welsh Government with robust financial information on spend, forecasting and audit.
- Monitor outcomes against local priorities and provide Welsh Government with 6 monthly reports on progress in terms of those priorities.

Roles and Responsibilities of Welsh Government:

Welsh Government will:

- Support all eligible local authorities throughout the Legacy Fund processes including the development of appropriate funding proposals.
- Ensure claims are scrutinised and once approved payments are made within 28 working days of receipt of the signed claim form.
- Clear monitoring reports and use the information provided to brief the Cabinet Secretary for Local Government and Public Services, his ministerial colleagues and officials as appropriate.

6. The model

Background

Welsh Government recognised the need to plan effectively for the smooth phasing out of Communities First and the introduction of the Legacy Fund. Eligible local authorities were therefore advised of their indicative Legacy Fund allocations in March 2017. This allowed local authorities to consider outcomes, and discuss and identify which aspects of current Communities First work were the most effective and might be funded by the Legacy Fund from April 2018.

Whilst each local authority has individual arrangements in place for determining which aspects of current Communities First work will be taken forward through the Legacy Fund, decisions made on these arrangements should involve communities, stakeholders, the PSB, key partnerships and relevant statutory organisations.

Communities First Lead Delivery Bodies submitted 'Detailed Plans for 2017-18' by 31 May 2017. These plans contained information about the most effective community interventions and projects likely to be continued from April 2018, via the Legacy Fund.

Proposals for 2018-19

In reaching final decisions about which aspects of Communities First should be supported by the Legacy Fund in 2018-19, local authorities should draw on outcome evidence (choosing projects for their effectiveness), as well as considering the successes of Communities First Community Involvement Plans (CIPs) and further meaningful community engagement.

Geographical coverage

The Legacy Fund should be used for work in the most deprived areas and local authorities will need to determine the expected coverage of the Fund based on evidence of need.

Projects and activities

Projects covering health, prosperity, learning and community involvement activity can be supported through the Legacy Fund. For example, the Legacy Fund may be used to:

- Provide core funding for projects and community organisations' continuing activity previously undertaken by Communities First
- Fund the revenue element required to help sustain/maintain community buildings/hubs
- Support a contract(s) to deliver community projects which maintain effective aspects of Communities First
- Maintain exemplar Communities First projects working across local authority boundaries, where costs are shared.

New projects/activities, identified locally, may be supported through the Legacy Fund provided the local authority can demonstrate they are built on, and support, the most effective aspects and interventions developed by Communities First and how they will help support the development of resilient communities. New activities could include:

- A focus on early years, employment and empowerment within the context of early intervention and prevention.
- Community engagement and involvement initiatives.
- Support for individual communities/groups.

7. Staffing

The Legacy Fund can be used to support staff who deliver the activities outlined above (see point 6). In addition the Legacy Fund can also be used to fund new or existing staff posts to:

- Support a combination of current Communities First activities.
- Support buildings used as community hubs/venues.
- Work across local authority boundaries on exemplar projects carried over from Communities First.
- Develop and work on activities, identified locally, that will support the development of resilient communities.
- Source other funding including other grants to maintain the effective aspects of Communities First.

8. Funding

Amount

£6m will be made available to eligible local authorities from April 2018. Eligible local authorities were advised of their maximum indicative allocations in March 2017. Allocations were based on Communities First distribution arrangements.

Flexibility

Local authorities have flexibility to determine the budget profile for 2018-19. Local authorities are expected to provide Welsh Government with a robust indication of what will be spent and when.

Welsh Government is proposing greater flexibility around the movement of funds between the early intervention and prevention programmes, enabling local authorities to consider the opportunity to move up to 15% between the grants and also consider, during the planning process for 2018, options to move funds during 2018-19.

There will need to be discussions between the local authorities programme officers which want to take up this opportunity. When a local authority submits its flexibility

proposals for the use of the Legacy Fund to Welsh Government, officials will assume that these discussions have taken place and agreement has been reached.

Due Diligence

The local authority is expected to apply due diligence in respect of all Legacy Fund projects. The process is to ensure that all stakeholders associated with any financial undertaking have the information they need to assess risk accurately.

Management Charges

Welsh Government will allow management charges of up to 10% of the Legacy Fund for costs relating to salaried staff only. These charges can be used to meet the costs of

- A proportion of the time of staff involved in the administration of the grant. For example. HR, senior management, finance, claim preparation etc.
- ICT
- Desk/office space costs

Payments and Distribution

Legacy Fund payments will be paid direct to local authorities. It is the responsibility of local authorities, in conjunction with their partners, to determine the appropriate structures and/or partners to discharge effective application of the funding.

Third Party Organisations

If local authorities are using third party organisations to deliver the Legacy Fund the Welsh Government expects them to;

- Ensure third party organisations conduct themselves in accordance with the Nolan Principles.
- Undertake appropriate due diligence on the third party organisation prior to any award of funding.
- Agree clear SMART targets to measure the recipient's success in delivering the agreed purpose.
- Ensure Terms and conditions reflect those within the Legacy Fund offer letter

Match/Other Funding:

The Legacy Fund is not to be used as match funding without the prior consent of the Welsh Government.

9. Requesting Funding

Local authorities are required to complete the Legacy Fund project form at Annex 1 and finance and staffing structure embedded within the Annex at section 2.

The Legacy Fund -project form identifies the local priorities the Fund will be measured against, the targets for each project and how the projects work towards the local priorities.

The finance form identifies the breakdown of costs of the Legacy Fund, the cost of each project and staff members working on each project.

This form should be returned to the Welsh Government Merthyr Tydfil Office no later than 26 January 2018 to ensure projects will commence from 1 April 2018.

The Welsh Government reserves the right to query any information provided on the submitted forms.

10. How to claim the Funding

The Legacy Fund will be paid in quarterly in arrears, in line with the flexible funding programme. The Fund will be claimed per local authority area, one claim covering all Legacy Fund projects within that area.

Welsh Government will issue the claim form following the end of the claim period.

Claim dates are as follow;

- Quarter 1 (1 April to 30 June) - Claim form to be with Welsh Government by 21 July.
- Quarter 2 (1 July to 30 September) - Claim form to be with Welsh Government by 21 October.
- Quarter 3 (1 October to 31 December) - Claim form to be with Welsh Government by 21 January.
- Quarter 4 (1 January to 31 March) - Claim form to be with Welsh Government by 21 April.

All valid claims will be processed as soon as possible, typically within 28 days of receipt.

11. Monitoring

Outcomes

To ensure the aims of the Legacy Fund continue two outcomes have been developed from the aims;

- The preservation of the most effective aspects of the former Communities First Programme which support the development of resilient communities.
- The involvement of the local community, Public Service Board and other key partners/stakeholders in decisions on projects and activities in their local area.

Local authorities should provide concise information on how they expect to measure, monitor and report performance and achievements against these Outcomes. In addition local authorities will monitor performance and achievements against locally-identified SMART outcomes.

Risks

Risks must be assessed and monitored throughout the lifespan of the Fund.

Reporting

The Welsh Government requires a report mid and end of year, tracking the progress made against Legacy outcomes, benefit to the community, locally identified priorities and targets of projects.

The Welsh Government will issue a template report before the end of each reporting period. Welsh Government reserves the right to visit and request appropriate documentation on any project that receives support from the Legacy Fund. This includes financial evidence and evidence on outcomes.

12. Audit

Local authorities are required to provide a Statement of expenditure signed off by LA Internal Auditor or Chief Finance Officer. This statement is to be with the Welsh Government by 31 October following the end of the financial year.

13. Changes to Legacy Projects

Variations or modification of projects can be made with prior written approval from the Welsh Government. Any changes should be submitted in writing with detailed information on reasons for the change. Changes include the following but this list is not exhaustive;

- Any change that alters the nature of the project;
- Changes to the financial profile;
- Changes to or closure of the project and use of the funding.

If any changes are being considered, please contact your Welsh Government Legacy Fund advisor as soon as possible. Failure to do so may result in the termination of grant and a requirement to repay part or the whole of any grant paid.

14. Welsh Language

Welsh Language Standards are statutory duties which have been imposed on both the Welsh Government and local authorities. Generally, they place duties on the bodies to consider the effect their policies has on the use of the Welsh language, and not to treat the Welsh language less favourably than English.

The Welsh Language Commissioner has issued a compliance notice to the Welsh Government and to each individual Local Authority detailing which standards from the Welsh Language Standards (no.1) Regulations 2015 they must comply with. In

developing Legacy Funded proposals and delivering the Fund the Welsh Government expects Local Authorities to fully comply with their statutory duties under these Standards.

15. Communications

Logos and formal public acknowledgements are useful tools for raising the profile of the Fund. All advertisements, publicity, newsletters, websites and information materials issued in relation to any project funded by the Legacy Fund should therefore acknowledge the involvement of the Fund and the source of funding received.

Any acknowledgement should make clear the Fund is a Welsh Government initiative. All such acknowledgements should use the Welsh Government logo, which must be no smaller in size than any other logo used on the communication.



**Llywodraeth Cymru
Welsh Government**

Legacy Fund Project Form

Local Authority Area:

Indicative Award: £.....

Overall Number of Projects:

Total Costs of all Projects: £.....

Section 1 Wales Wide Outcome, Projects and Locally Identified Priorities

Wales Wide Outcomes:

Please provide a concise information on how you expect to measure, monitor and report performance and achievements against these Outcomes.

The preservation of the most effective aspects of the former Communities First Programme which support the development of resilient communities.

The involvement of the local community, Public Service Board and other key partners/stakeholders in decisions on projects and activities in their local area.

Identified Priorities for 2018/19

Please provide a concise overview of the locally identified priorities, how the priorities were identified in partnership and how the activities will be monitored and measured.

Continuing Projects/ Activities – (List the Projects under the Heading which best fits, provide a short paragraph on what each projects entails, the targets for the project and the locally identified priority each project will aid from the above list – see example)

Healthy:

(Example – Project 1 – Men’s Sheds – Mental health project encouraging men to garden and to talk to trained staff and to others with similar problems relating to the effect their mental health has on them. Annual Target ??? – Identified priority)

Prosperous:

Learning:

Community Engagement:

New Projects/ Activities - *(List the Projects under the heading which best fits, provide a short paragraph on what each projects entails, the targets for the project and the locally identified priority each project will address from the above list – see example)*

Early years:

(Example – Project 1 – Read and Writing in Play – To improve reading and spelling of key stage 1 & 2 pupils whose parents are disengaged with the pupil’s education and school – Annual Target ??? – Identified Priority)

Employment:

Empowerment:

Community Engagement:

Section 2 – Financial and Staffing Structure

Please complete the attached spreadsheet with details under the relevant budget heading/sub-heading to include staff, project costs by themes, management charges, etc. This form also requires your Staffing Structure.



legacy fund Proposal
finances.xlsx