

Appendix 1

**TERMS OF REFERENCE
ENVIRONMENTAL MAINTENANCE GRANT PROGRAMME
TASK AND FINISH GROUP
September 2017**

1. What is the broad Topic area?	
	Shropshire Council's Environmental Maintenance Grant Programme
2. What is the specific Topic area?	
	<p>What Shropshire Council's future approach to the EMG programme should be, e.g. the programme is stopped, the programme continues as is, or the programme is redesigned and continues.</p> <p>To inform this work the design and the delivery of the current programme – e.g. budget, application process, monitoring and evaluation and the overall outcomes achieved should be understood.</p> <p>Specifically, evidence that the programme -</p> <ul style="list-style-type: none"> • provides value for money for the council, i.e. it fulfils the benefits of the Highways service • adds value to the council's core environmental maintenance work, i.e. investing in the programme results in overall savings • generates social value within communities • makes a difference to the residents of Shropshire • The finance for the revenue grants is derived directly from Highways revenue budgets, if the grant were to cease this would allow for further investment in highways maintenance. • To consider the issues of declining revenue budgets and removal or reduction of grants to external organisations, and the principle of the environmental grants continuing - whether this is a sustainable position? <p>Understand how the programme would align with the support for localities within the new Highways contract.</p>
3. What are the ambitions for the review?	
	<p>To look at and review the EMG programme and use the evidence gathered to make a recommendation on whether it should continue or not.</p> <p>If the recommendation is to continue, make further recommendations on the future design and delivery of the programme.</p> <p>If the recommendation is to cease, to design the withdrawal of the grants without undue impact to local councils and the services provided.</p>
4. How well do we perform at the moment?	
<ul style="list-style-type: none"> • What do we know already? 	<p>Shropshire Council has delivered an Environmental Maintenance Grant programme for the last 7 years. The programme is seen as delivering a number of benefits to the council and the wider community.</p> <ul style="list-style-type: none"> • Local provision of services at a reduced cost • Flexibility and responsiveness of service delivery at a local level

<ul style="list-style-type: none"> • What will we look at? • What evidence do we need? 	<ul style="list-style-type: none"> • Removal of contractual and administrative process from Shropshire Council • Recycling of the Shropshire pound <p>The current grant budget is £110,000 per annum, and demand always exceeds the available budget. The funding is taken from the Highways revenue budget.</p> <p>96 local councils made an application to the 2017/18 programme. The total value of the applications was £200,843, a 32.13% increase on 2016/17. The final 2017/18 budget allocation was £152,000 (£42,000 over the original budget of £110,000). As the programme was oversubscribed by £48,843, 75.68% of the original application values was funded.</p> <p>The way in which the programme is currently delivered by Shropshire Council, e.g. application, monitoring and evaluation processes. The ways in which the grant funding is used by the local councils, e.g. decision making on what to use the grant for, who delivers the work and how, internal checks and balances to ensure the grant has been spent correctly within the financial year.</p> <p>What additional value is being generated through the programme, e.g. value for money as work is being done at a lower cost or more work is being done for the same cost, or social value through volunteering or the works enabling community activity to take place.</p> <p>The 'supporting localities' offer within the new Highways contract and how this aligns with the EMG programme.</p> <p>Details of the applications made to the programme and the grants made in response to these.</p> <p>Details of how the activity described within the applications is being delivered by local council along with any additional value.</p> <p>Insight from local councils.</p> <p>The design of programmes delivered by other local authorities.</p>
5. Who will we consult with?	
<ul style="list-style-type: none"> • Co-optees • Expert/specialists? (Internal or External) • Member(s) of the public • Service user(s) • Other 	<p>Town and Parish Councils – clerks and members</p> <p>Shropshire Council Members</p> <p>SALC</p> <p>Shropshire Council officers, e.g. the area highways managers, social value lead</p> <p>Any community groups associated with the delivery of activity funded by EMGs</p>
<ul style="list-style-type: none"> • Site visits or visits • Visits to other organisations • Survey • Focus Groups/Workshops • Mystery shopper • Witness evidence • Desktop research • Exhibitions • Other 	<p>Visit to a parish to see the activity supported by EMGs and how it relates to the wider environmental maintenance works</p> <p>Evaluation of the activity funded by recent grants</p> <p>Focus group of a selection of local councils that are using EMGs</p> <p>Research into how other councils deliver similar programmes</p>
7. What other help do we need? e.g. training / development / resources	
<p>N/A or otherwise to be confirmed</p>	

8. How long should the review take?			
	A suggested timetable is provided below:		
	4 September 2017	Confirm scope and terms of reference for Task & Finish Group	Communities Scrutiny Group
	October/ November 2017	Develop recommendations for the future of the EMG programme	Task & Finish Group x 3 + meetings or 1 day intensive T & F group workshop
	27 th November 2017	Confirm recommendations of Task & Finish Group	Communities Scrutiny Committee
	December 2017	Confirm recommendations	Cabinet
	February/March 2018	Implement recommendations	Town and parish councils SALC Shropshire Council members
9. What will the key outcomes be?			
	<ul style="list-style-type: none"> • A shared understanding of the current delivery and impact of the EMG programme • A shared understanding of how the EMGs fit into the wider delivery of environmental maintenance services • Confirmation of the additional financial and social value the EMGs create • A recommendation on whether the council should continue to deliver a EMG programme, and what the design and value of a continuing programme should be 		