

## **Item: 6**

**Education, Leisure and Housing Committee: 9 November 2022.**

**Play Park Equipment Renewal Fund.**

**Report by Corporate Director for Education, Leisure and Housing.**

### **1. Purpose of Report**

To consider a scheme for distribution of COVID-19 recovery funding relating to play park equipment.

### **2. Recommendations**

The Committee is invited to note:

#### **2.1.**

That the Council has responsibility for 47 play areas across Orkney.

#### **2.2.**

That, due to there being no budget for repairs and maintenance, the majority of play areas have deteriorated significantly, resulting in the removal of unsafe equipment.

#### **2.3.**

That, on 21 December 2021, when considering the allocation of one-off funding towards a series of projects considered to provide excellent recovery prospects from the COVID-19 pandemic, the Policy and Resources Committee recommended the allocation of funding to a series of recovery projects, which included a one-off allocation of £500,000 towards a Play Park Equipment Renewal Fund.

#### **2.4.**

The draft Guidance and Application Form in respect of the proposed Play Park Equipment Renewal Fund are attached as Appendices 1 and 2 respectively to this report.

**It is recommended:**

#### **2.5.**

That, in order to encourage an inclusive and equal opportunity to all communities, any project eligible for assistance from the Play Park Equipment Renewal Fund should be funded at a rate of 50% of total eligible costs, up to a maximum sum of £25,000.

## **2.6.**

That an advisory panel, comprising the undernoted membership, be established to consider applications to the Play Park Equipment Renewal Fund:

- Chair, Education, Leisure and Housing Committee.
- Vice Chair, Education, Leisure and Housing Committee.
- Head of Community Learning, Leisure and Housing.
- Service Manager (Leisure and Culture).
- Team Manager (Sport and Leisure).

## **2.7.**

That powers be delegated to the Corporate Director for Education, Leisure and Housing to determine applications for funding from the Play Park Equipment Renewal Fund.

## **3. Background**

### **3.1.**

On 21 December 2021, when considering the allocation of one-off funding towards a series of projects considered to provide excellent recovery prospects from the COVID-19 pandemic, the Policy and Resources Committee recommended the allocation of funding to a series of recovery projects, which included a one-off allocation of £500,000 towards a Play Park Equipment Renewal Fund.

### **3.2.**

The report to the Policy and Resources Committee included the following information in respect of the proposed allocation:

- The Council has responsibility for many play parks across the county but, as budgets have been squeezed, there has been a progressive withdrawal of play equipment as it has become unsafe and required replacement. Community groups have however, in some areas, been very successful in raising funds for new equipment.
- It is proposed to establish a Play Area Renewal Fund which could be used as seed corn funding to incentivise community organisations in their fundraising or match funding for Council delivered investment that can attract additional external funding. A scheme will require to be developed and reported through the Education, Leisure and Housing Committee.

### **3.3.**

The Council has responsibility for 47 play areas across the county but does not have a budget for repairs and maintenance, resulting in a progressive withdrawal of play equipment as it becomes unsafe and requires replacement.

### **3.4.**

Community groups have, in some areas, been very successful in raising funds for new equipment, including from the Community Development Fund, subject to no additional ongoing revenue costs to the Council.

## **4. Play Park Equipment Renewal Funding Scheme**

### **4.1.**

It is proposed that the Play Park Equipment Renewal Fund be used as seed corn funding to incentivise community organisations in their fundraising or match funding that can attract additional external funding for local play area development or improvements.

### **4.2.**

The proposed guidance and application form for the Play Park Equipment Renewal Fund are attached as Appendices 1 and 2 to this report.

### **4.3.**

It is proposed that the Play Park Equipment Renewal Fund would offer grants of up to 50% of eligible project costs, with a maximum allocation of £25,000 per application.

### **4.4.**

The Play Park Equipment Renewal Fund should not be used as match funding in applications for any other Council funding such as the Community Development Fund.

### **4.5.**

Economic Development and Sport and Leisure Officers will work with groups to advise on the most appropriate funding options based on the size of their project.

### **4.6.**

It is anticipated that the Play Park Equipment Renewal Fund will be open for applications from January 2023 and applications will be accepted until such time that the full allocation of £500,000 has been exhausted.

### **4.7.**

Applicants to the Play Park Equipment Renewal Fund must provide evidence of a lease for the play area they are looking to develop. If a play area is to be handed back to the Council following development, the community group will carry out fundraising of an agreed amount annually towards maintenance costs.

#### **4.8.**

It is proposed to establish a panel to consider applications to the Play Park Equipment Renewal Fund, comprising the following:

- Chair, Education, Leisure and Housing Committee.
- Vice Chair, Education, Leisure and Housing Committee.
- Head of Community Learning, Leisure and Housing.
- Service Manager (Leisure and Culture).
- Team Manager (Sport and Leisure).

#### **4.9.**

The panel will then make recommendations to the Corporate Director for Education, Leisure and Housing, with powers delegated to the Corporate Director to determine funding awards, in doing so mirroring governance arrangements in relation to other funds administered by the service and ensuring applicants receive a quick response to their application.

### **5. Equalities Impact**

An Equality Impact Assessment has been undertaken and is attached as Appendix 3 to this report.

### **6. Links to Council Plan**

#### **6.1.**

The proposals in this report support and contribute to improved outcomes for communities as outlined in the Council Plan strategic priority theme of Quality of Life.

#### **6.2.**

The proposals in this report relate directly to Priority 5.16 facilitate the development of Orkney's play areas through the implementation of the Play Area Strategy within the Council Delivery Plan.

### **7. Links to Local Outcomes Improvement Plan**

The proposals in this report support and contribute to improved outcomes for communities as outlined in the Local Outcomes Improvement Plan priority of Community Wellbeing.

### **8. Financial Implications**

#### **8.1.**

The funding scheme of £500,000 will operate until the funds and development projects are complete with projects allowed 12 months to start their project or the offer of funds are withdrawn, unless there are exceptional circumstances for any delays. All claims will need to be made within two years of date of approval.

## **8.2.**

It is proposed that the Play Park Equipment Renewal Funding will assist local community groups to fund community play area development and improvement projects further.

## **8.3.**

The proposal will offer grants of up to 50% of eligible project costs, with a maximum of £25,000 per application as long as all criteria are met and approved by the Corporate Director for Education, Leisure and Housing.

## **8.4.**

The administration of the Play Park Equipment Renewal Fund will be met within existing resources.

## **9. Legal Aspects**

### **9.1.**

In terms of the Local Government and Planning (Scotland) Act 1982, section 14, the Council shall ensure that there is adequate provision of facilities for the inhabitants of their area for recreational, sporting, cultural and social activities.

### **9.2.**

Where grant funding is awarded, the applicant will require to enter into an appropriate grant funding agreement with the Council.

## **10. Contact Officers**

James Wylie, Corporate Director for Education, Leisure and Housing, extension 2477, Email [james.wylie@orkney.gov.uk](mailto:james.wylie@orkney.gov.uk).

Frances Troup, Head of Community Learning, Leisure and Housing, extension 2450, Email [frances.troup@orkney.gov.uk](mailto:frances.troup@orkney.gov.uk).

Garry Burton, Service Manager (Leisure and Culture), extension 2440, Email [garry.burton@orkney.gov.uk](mailto:garry.burton@orkney.gov.uk).

Sarah Johnston, Team Manager (Sport and Leisure), extension 2430, Email [sarah.johnston@orkney.gov.uk](mailto:sarah.johnston@orkney.gov.uk).

## **11. Appendices**

Appendix 1: Play Park Equipment Renewal Fund - Guidance.

Appendix 2: Play Park Equipment Renewal Fund - Application Form.

Appendix 3: Equality Impact Assessment.



# Play Park Equipment Renewal Fund

## Guidance Notes

School Place, Kirkwall, KW15 1NY.

Telephone (01856) 873535.

[leisure.culture@orkney.gov.uk](mailto:leisure.culture@orkney.gov.uk)

[www.orkney.gov.uk](http://www.orkney.gov.uk)

[Version 1: July 2022]

1. Eligibility criteria for the Play Park Equipment Renewal Fund (PPERF) will be flexible with each project being considered by the PPERF Panel on its own merits. All projects assisted by the PPERF must provide, or be able to provide, benefit to the community as a whole. Funding is not prioritised to any particular area(s) of Orkney, and must link to the aims and priorities of the Orkney Play Area Strategy.
2. PPERF cannot be used as match funding in applications to any other source of council funding e.g. Community Development Fund.
3. The following basic principles will be applied:-
  - projects supported by the PPERF should have a widespread and long-lasting community benefit.
  - the PPERF should attract external or match funding into the County if possible.
  - all PPERF assistance is discretionary.
4. Only formally-constituted community groups can apply.
5. Applications for routine maintenance proposals are not eligible, small improvement projects are eligible.
6. Upon request, the applicant must provide evidence of title to any property to be upgraded, prior to approval of any grant assistance. To be eligible for assistance, any property to be improved must be in the total control of the applicant and in the ownership of a locally-based organisation. Any lease of a property to be developed using PPERF should be agreed with the Council with the following:-
  - Applicants to the PPERF provide evidence of a lease for the play area they are looking to develop, that is for a period deemed appropriate by the Council depending on the nature of the project, to include full responsibility for the site and all associated ongoing costs of operating the play area.
  - Or for a minimum of where the applicant has the lease during development and thereafter returns to the Council for ongoing maintenance and repairs with the Community Group carrying out fundraising an agreed amount per year to put towards maintenance costs.
7. Funding of 50% of eligible costs, up to a maximum PPERF grant of £25,000 per project, may be available.
8. All PPERF applications should seek to demonstrate positive attributes in respect of the following factors, each of which will be assessed and evaluated in the report to the Panel on the application:-
  - Evidence of need (for example, this could be demonstrated by a local survey).
  - Link to the Council's Play Area Strategy.

- Sustainability.
  - Achievability.
  - Serving the local public and having lasting benefits.
  - Opportunities improved or developed.
  - Enriching quality of life.
  - Value for money.
  - Partnership funding.
  - Ongoing maintenance plan.
9. Applicants should therefore attempt to address the factors detailed at 8 above in a development plan, which should accompany any application for PPERF support. Applicants are encouraged to provide as much relevant information as possible in their development plan to assist in considering the proposals.
  10. Applicants are encouraged to seek endorsement of their project proposals from the relevant local community council(s), and to include this within their development plan.
  11. Evidence of efforts made to secure external match funding should be submitted along with the PPERF application. Officers will suggest relevant sources of possible match funding at the enquiry stage and applicants are required to demonstrate that they have followed up these recommendations accordingly.
  12. Confirmation of total project funding is not required at the application stage, although such confirmation will be required before any funding from the PPERF is paid out.
  13. In order to demonstrate that applicant groups have endeavoured to achieve best value, the following basis for determining project costs will be adopted:-
    - For projects with estimated capital costs, a budget costing, compiled by a competent person, should be submitted with the PPERF application: successful applications will be subject to a requirement to demonstrate that a competitive tendering exercise has been carried out with at least three tender bids being sought.
  14. All grant claims will be calculated on the basis of evidence of expenditure.
  15. If PPERF assistance is approved, projects should commence within one year of the date of offer, or the offer may be withdrawn. Claims should only be submitted providing evidence of the expenses incurred to receive PPERF grant pay out. All claims must be submitted within 12 months following project completion.
  16. No funds can be claimed after 2 years following the project start date.



17. No legal undertakings will be required in respect of projects undertaken by applicants, or in respect of any project with a total value less than £10,000. In such cases a grant funding agreement will be required.
18. Where a total project cost exceeds £10,000, the Panel will determine whether appropriate security should be taken over any appropriate heritable property improved as a result of the projects. The applicant group's own legal costs in this regard, together with the costs of any necessary statutory consents, should be included in the total project cost for the purpose of calculating grant assistance from the PPERF.
19. PPERF grants are subject to the following grant obligation periods: five years for grants of up to £20,000 and 10 years for grants in excess of £20,000. This means any assets purchased or improved using PPERF funding cannot be sold or otherwise disposed of during this period without the Council's prior permission.
20. Any additional funds awarded to the project, from any other source, following final approval of grant assistance from the PPERF, must be reported to the Council, following which any grants approved will be subject to adjustments. Measures to ensure that projects do not achieve more than 100% funding in total, when all sources of funding have been confirmed, will be applied as required on a project by project basis.
21. The applicant will be required to submit audited final accounts to the Council within twelve months of the project being completed.
22. Successful applicants will be required to acknowledge assistance provided by the PPERF in all press releases and marketing materials, etc. Successful applicants will be entitled to place a plaque, etc. in or on any premises supported by the PPERF.

Official Use Only

Ref:
Date Rec'd:



**ORKNEY**  
ISLANDS COUNCIL

# Play Park Equipment Renewal Fund

## Application Form

## 1. Details of Organisation

Name of organisation (as it appears on constitution).			
Name of Main Contact.			
Position in Organisation.			
Address.			
Telephone Number.			
E-mail Address.			
Formal postal address for organisation.			
What year was the organisation established.			
It is organisation a registered charity?	Yes.		No.
If yes, Reference number.			
Is your organisation VAT registered?	Yes.		No.
If yes, registration number.			
Chairperson.			
Treasurer.			
Secretary.			
How many committee members are in your organisation?			
Describe the main purpose/ activities of your organisation?			

## 2. Project Details

Proposed project (please give a brief description here, and accompany your application form with a Development Plan – please refer to the Guidance Notes):

What percentage of the community could benefit from your project?	%
When do you anticipate the project to start?	
How long do you expect the project to take?	

## 3. Cost of Project

Item/Activity.	Amount.
Purchase of land/buildings.	£
Building construction.	£
Refurbishment of property.	£
Equipment.	£
Professional fee.	£
Other (please specify).	£
	£
	£
	£
<b>Total Project Cost.</b>	£

## 4. Funding Sources

### Actual Grants Already Awarded

Name of Funding Bodies.	Amount.
	£
	£
	£
	£
	£
	£
	£
	£
	£
Own Resources (5% minimum).	£
Sub Total (a).	£

### Other Grant Assistance Applied For

Name of Funding Bodies.	Amount.
	£
	£
	£
	£
	£
	£
	£
Sub Total (b).	£
Total funds awarded/applied for (a) + (b).	£
<b>Total funds applied for from the play area renewal fund (max £25,000).</b>	£

## 5. Bank Details

Bank/Building Society Name.	
Bank/Building Society Address.	
Name of Account.	
Sort Code.	
Account Number.	
Building Society Roll No.	
<b>Please Note: All grant payments will be paid by BACS transfer.</b>	
How many people have to sign cheques to release funds from this account?	

## 6. Enclosures

To assist in the processing of your application, you are asked to contact the OIC Sport and Leisure Service by telephone on 01856 873535 or by e-mail to [leisure.culture@orkney.gov.uk](mailto:leisure.culture@orkney.gov.uk) who will advise you of the specific information you will require to submit with your completed application form, which will include some or all of the following (a Development Plan must accompany all applications):

a).	Copy of the organisation's constitution, or equivalent.	
b).	Costings / quotations for all items of expenditure (please refer to Guidance Notes).	
c).	Copies of recent audited accounts / income and expenditure statements, or projected income and expenditure statements in the case of a new organisation.	
d).	Development Plan, including projected cashflow, timescale and full details of project (please refer to Guidance Notes).	
e).	A recent bank statement.	
f).	Evidence of efforts made to secure match/external funding prior to application being made (please refer to Guidance Notes).	
g).	Copy of Title Deeds identifying ownership, Lease Agreement(s) or relevant permissions (where applicable).	
h).	Feasibility Study (where applicable).	
i).	Architect's Plans (where applicable).	

## 7. Declaration

I declare that, to the best of my knowledge, the information given in this application and the enclosed information is correct.

Signed:		Date:	
Print Full Name:			

Please return completed form, with supporting documentation, to:

Orkney Islands Council,  
Education, Leisure and Housing – Sport and Leisure,  
Orkney Islands Council,  
School Place,  
Kirkwall,  
KW15 1NY.

**General Notes:**

Applications are considered by the OIC Sport and Leisure Service will be called from time to time to consider applications.

Applications should be submitted prior to the commencement of the project as retrospective assistance will not be provided.

Any offer of grant will be subject to a formal agreement being completed. No payment of grant can be made until that formal agreement has been concluded.

Please refer to the Guidance Notes for further information.



## Equality Impact Assessment

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Orkney Islands Council by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a function, policy or plan by anticipating the consequences, and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

<b>1. Identification of Function, Policy or Plan</b>	
Name of function / policy / plan to be assessed.	Play Park Equipment Renewal Fund
Service / service area responsible.	Education, Leisure and Housing – Sport and Leisure
Name of person carrying out the assessment and contact details.	Sarah Johnston, Team Manager (Sport and Leisure) , extension 2430, Email <a href="mailto:sarah.johnston@orkney.gov.uk">sarah.johnston@orkney.gov.uk</a>
Date of assessment.	October 2022
Is the function / policy / plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly).	New

<b>2. Initial Screening</b>	
What are the intended outcomes of the function / policy / plan?	To run a play area renewal fund scheme to assist in developing play areas in Orkney for the communities benefit.
Is the function / policy / plan strategically important?	The fund will be aligned with the Play Park Strategy approved by Council in 2019.
State who is, or may be affected by this function / policy / plan, and how.	The fund will be open for any constituted local community group to apply for the funding to develop its local play area for the benefit of its community within Orkney.
How have stakeholders been involved in the development of this function / policy / plan?	The fund has been prepared with similar approved process to the Culture Fund.



<p>Is there any existing data and / or research relating to equalities issues in this policy area? Please summarise.</p> <p>E.g. consultations, national surveys, performance data, complaints, service user feedback, academic / consultants' reports, benchmarking (see equalities resources on OIC information portal).</p>	<p>Yes – Fund will be completed and processed in the same format as the Culture Fund.</p>
<p>Is there any existing evidence relating to socio-economic disadvantage and inequalities of outcome in this policy area? Please summarise.</p> <p>E.g. For people living in poverty or for people of low income. See <a href="#">The Fairer Scotland Duty Guidance for Public Bodies</a> for further information.</p>	<p>N/A</p>
<p>Could the function / policy have a differential impact on any of the following equality areas?</p>	<p>(Please provide any evidence – positive impacts / benefits, negative impacts and reasons).</p>
<p>1. Race: this includes ethnic or national groups, colour and nationality.</p>	<p>No differential impact identified.</p>
<p>2. Sex: a man or a woman.</p>	<p>No differential impact identified.</p>
<p>3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.</p>	<p>No differential impact identified.</p>
<p>4. Gender Reassignment: the process of transitioning from one gender to another.</p>	<p>No differential impact identified.</p>
<p>5. Pregnancy and maternity.</p>	<p>No differential impact identified.</p>
<p>6. Age: people of different ages.</p>	<p>Fund is open to any age of applicant and requires consultation with all ages of community.</p>
<p>7. Religion or beliefs or none (atheists).</p>	<p>No differential impact identified.</p>
<p>8. Caring responsibilities.</p>	<p>Fund is open to any age of applicant and requires consultation with all ages of community.</p>
<p>9. Care experienced.</p>	<p>Fund is open to any age of applicant and requires</p>

	consultation with all ages of community.
10. Marriage and Civil Partnerships.	No differential impact identified.
11. Disability: people with disabilities (whether registered or not).	All play area developments will meet the minimum accessible requirements and will be recommended to be inclusive to assist with additional support needs.
12. Socio-economic disadvantage.	No differential impact identified.

### 3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	No
How could you minimise or remove any potential negative impacts?	N/A
Do you have enough information to make a judgement? If no, what information do you require?	Yes

### 4. Conclusions and Planned Action

Is further work required?	Yes
What action is to be taken?	If approved the fund process proposal will have to be finalised and launched.
Who will undertake it?	Education, Leisure and Housing – Sport and Leisure
When will it be done?	2022
How will it be monitored? (e.g. through service plans).	Ongoing meetings

Signature:



Date: 18 October 2022

Name: SARAH JOHNSTON

(BLOCK CAPITALS).

Please sign and date this form, keep one copy and send a copy to HR and Performance. A Word version should also be emailed to HR and Performance at [hrrsupport@orkney.gov.uk](mailto:hrrsupport@orkney.gov.uk)