

**DERBYSHIRE COUNTY COUNCIL  
STRATEGIC POLICY AND BUDGET**

**28 May 2014**

**Report of the Assistant Chief Executive and  
Director of Finance**

**THE DERBYSHIRE CHALLENGE FUND – BIDDING AND MONITORING  
ARRANGEMENTS**

**1. Purpose of Report**

To establish the process for administering bids into the Derbyshire Challenge Fund.

**2. Information and Analysis**

The Derbyshire Challenge Fund was established by Cabinet on 22 October 2013 to act as a resource to help develop transformational change initiatives that would contribute to the Council's budget reduction requirement of £157m.

To ensure transparency and contribute to the effective governance of this scheme, it is proposed that for each bid into the fund, the Derbyshire Challenge Fund Bid Proposal Form (Appendix A) is completed. The content of this form may change over time as it will be reviewed regularly to ensure it is fit for purpose, any changes to be agreed by the Director of Finance and the Assistant Chief Executive. To access funding it is proposed that the following process is followed:

- i. Completion of a Challenge Fund Bid Proposal will be required to access funding support, detailing:
  - How much funding is required?
  - How this will be used and over what time period.
  - How this contribute to departmental service plans.
  - How the proposal will positively contribute to organisational change and service transformation.
  - How the proposal will contribute to the Council' pledges highlighted in the Council Plan.
  - How the proposal will benefit Derbyshire's communities.

- ii. Challenge Fund bid proposals will be considered, in the first instance, by the relevant professional heads of service, to assess its operational validity, prior to consideration of its strategic merit by the Corporate Management Team (CMT).
- iii. Proposals which receive endorsement from CMT will be submitted to the Leader of the Council (as Cabinet Member for Strategic Policy and Budget) for approval at a CabCo or Cabinet meeting, depending on the size of the investment and/or the operational and political risks associated with the proposal. In circumstances when the Leader is not available, approval may be given by the Deputy Leader.

### **Monitoring of the Scheme**

The allocation of resources from the Challenge Fund will be monitored by the Assistant Chief Executive and Director of Finance, with regular financial and operational updates being provided to the Leader, Cabinet and CMT following existing protocols. A Challenge Fund Annual Report will be produced in June of each year of the Fund's operation, which will include information on expenditure, progress and the delivery of outcomes.

### **3. Considerations**

In preparing this report the relevance of the following factors has been considered: financial, legal, prevention of crime and disorder, equality and diversity, human resources, environmental, health, property and transport considerations

### **4. Key Decision**

No

### **5. Call-in**

Is it required that call-in be waived in respect of the decisions proposed in the report? No.

### **6. Background Papers**

### **7. Officer Recommendation**      That the Cabinet Member:

- Approves the Derbyshire Challenge Fund bidding and monitoring process.

**Mags Young**

**Assistant Chief Executive**

**Peter Handford**

**Director of Finance**

## DERBYSHIRE COUNTY COUNCIL

## DERBYSHIRE CHALLENGE FUND BID PROPOSAL FORM

2014/2015

Please complete the below information as fully as possible and return your completed form to Wayne Sutton, Finance Manager Tel: 01629 538 894  
[wayne.sutton@derbyshire.gov.uk](mailto:wayne.sutton@derbyshire.gov.uk)

Department	
Service Area	
Lead Officer	
Grant Requirement	£
Time Period	
Overview of Bid – please include details of why this funding is required, the benefits that will be produced and the timescales involved (500 words max)	

Is funding being sought from any other organisation or body for this piece of work?		Yes/No
If yes, please give details of this additional funding stream and where funds are pending or confirmed.		
Organisation	Amount £	Pending or Confirmed

## FINANCIAL BUSINESS CASE

For bids Please supply the below information?

Please detail the areas in which the Challenge Fund Grant will be spent.		
	2014/15	2015/16
Salary		
Running Costs		
Total Revenue Expenditure		
Capital Expenditure		
Additional Information – please detail below any other additional information you wish to be taken into account e.g. are there any on-going cost implications		

Will the Challenge Fund Grant be used for Capital purposes?

If Yes, what proportion of the Challenge Fund Grant will be used for capital purposes?

### Other Resource Implications

Please give details of the impact the Challenge Fund Grant will have on	
Property usage	
IT usage	
Other departments	

## ORGANISATIONAL BENEFITS

How does your Challenge Fund bid contribute to the following?	
Departmental Service Plans	
Council Plan Pledges	
Service Transformation	
Emerging Policy	
Risk Register	
Compliance Requirements	
External Performance Review	
Internal Performance Review	

## BENEFITS TO LOCAL PEOPLE

<p>Please provide details of the anticipated improvement/benefits to local people/communities and communities of interest, including protection of frontline services.</p>

<b>Bid Approval</b>	
<b>Departmental Strategic Director</b>	
<b>Date of Approval</b>	
<b>CMT</b>	
<b>Date of Approval</b>	
<b>Leader/Deputy Leader</b>	
<b>Date of Approval</b>	