

**ENVIRONMENT & WASTE PARTNERSHIP/
OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE**

15 JANUARY 2010

Low carbon communities – delivery plan for LAA1 reward grant

Item 3

1 Purpose of Report

- 1.1 This report presents the delivery plan, at Annex 1, for expenditure of LAA1 reward grant for approval by the Partnership.

2 Background

- 2.1 The Public Service Board agreed at its meeting on 18 November 2009 that projects funded by Local Area Agreement Reward grant should be subject to a formal project sign off process. It has requested that a delivery plan in the form of a completed project initiation document (PID) should be approved by the OEWP prior to being submitted to the Oxfordshire Partnership by Friday 22nd January 2010.
- 2.2 Information about the bid has already been submitted but more project details are required before the projects are approved and funding released.
- 2.3 Reward grant funding is not likely to be available until March 2010 when we receive the first payment (about 50%) of reward grant from central government. Funding will be released according to the agreed profile.

3 Project Management and monitoring

- 3.1 The PID at annex 1 summarises the programme, which consists of five linked projects, described in section 1 of the project document. The leads for each project have developed individual project plans, using a template designed for the programme, which include further details of milestones, indicators and risk assessments. The project document includes high level risks and selected milestones and activities.
- 3.2 Quarterly monitoring reports will be requested from each project lead using a standard monitoring template, and a quarterly summary report submitted to the Environment and Waste Partnership. Monitoring reports and project evaluations will be submitted initially to OxCAN prior to being presented to the OEWP.

Financial, Risk and Staff Implications

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- 4.1 Spend on the grant will be monitored quarterly by the LAA accountable body (Oxfordshire County Council) on behalf of the Public Service Board, which requires that the following financial conditions must be satisfied;

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1. Confirm the nominated responsible authority / body for receipt and accounting purposes.
2. Ensure that project spending complies with the Financial Regulations and Procedures of the responsible authority / body.
3. Provide spending reports to allow monitoring by the Public Service Board - in a format and timescale to be prescribed.
4. Ensure that project spending does not exceed the grant allocation, as this is the limit of any liability of the County Council as "Accountable Body".

It is proposed that Oxfordshire County Council will be accountable body for accounting purposes and distribution of funds. Other financial, risk and staff implications are addressed in the PID.

5 Effect on Strategic Policies

- 5.1 Successful delivery of this programme will contribute to implementation of pledge 20 within the Environment & Climate change theme of Oxfordshire 2030, the Sustainable Community Strategy.

6 Recommendations

- 7.1 That the Partnership approve the delivery plans for LAA1 grant expenditure set out in the attached Project Initiation Document, subject to any further minor amendments to be agreed between the Chair and the Programme Manager.

7 Contact Officer

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Annex 1 is a separate document.