

Policy HD8

States of Jersey Housing Department policy for issuing grants to third party organisations

1. Introduction

The Housing Department aims to improve communication with its tenants and ensure increased consultation and involvement with residents in the decisions that affect them. It is acknowledged that in order to do this, funds will be required to support resident groups and area panels, enabling residents to build communities and form stronger links with the Department.

2. Policy

The Housing Services Team has a budget of £17,000, some of which can be issued to resident groups and area panels on the strict understanding that the funds are used for the benefit of the community and to assist in meeting the Departments aims and objectives in increasing tenant participation.

To apply for a grant, associations/panels will be asked to complete the attached application form. Once an application has been considered and approved, the attached service level agreement will be completed and must be strictly adhered to by all parties.

3. Effective date

The policy shall become active on the date on which the respective Ministerial Decision was signed by the Minister.

Guidelines for updating Policy Documents



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ESTATE SERVICES\PC

Policy Drafted	10 th April 2007	D Caunce Director of Tenant Services
Policy Reviews	Date	Reviewed By
Policy Reviewed - Budget Figure Updated	30 th October 2009	John C Hamon Finance Director
Policy Reviewed – budget figure updated in the policy and various name changes in supporting documentation	29 th March 2011	Dominique Caunce Head of Housing Services

Update policy register with Review Date

[Policy Register.xls](#)

Updating Policy Documents

Each policy on the register has a box at the end which should be updated when a policy is amended and reviewed.

Amendments that have been made should be noted under policy reviews, with the date and the name of the person who has made the changes.

In addition to this it should be noted when the policy was reviewed even if no amendments have been made *as per example below*.

Policy Drafted	12 th April 2007	Carl Mavity
Policy Reviews	Date	Reviewed By
Policy Reviewed – No Amendments made	15 th October 2008	C Mavity Director of Estate Services
Amendments made to qualifying criteria	12 th December 2008	L Baudains Projects Officers

States of Jersey Housing Department

Application by a Third Party Organisation for a Grant

Name of Residents Association / Area Panel / Tenant Group

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Reason for Request (please see notes on the rear of this form)

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Date of Request

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Signed

Position (Chair/Treasurer/Secretary).....

Application Notes:

In order for the Department to approve grant funding it will need to be provided with the following:

Requirement	Suggested supporting documents
Details of your organisation and its aims	Business Plan
Details of your financial requirement	Detailed budget
Justification of need (i.e. why external funding is required)	Audited accounts Bank statements
Outputs arising from this grant (i.e. how will Housing benefit from making this grant)	Specific, measurable and timely criteria that the funding can be evaluated against

Grants will not be provided for money that has already been spent.

The Department retains the right to withdraw or reimbursement of funding in the event of non compliance or non performance against the requirements.

On receipt of the above information the Department will review your application and if successful a service level agreement will be required to be signed prior to payment.

States of Jersey Housing Department

Agreement for the Granting of Funds to Third Parties

1. Aims & Objectives

The provision of services under this agreement support the delivery of the following Departmental objectives:-

Improve the management and long-term sustainability of the States rental housing stock, in particular by:-

- Improving communication with tenants;
- Ensuring increased consultation and involvement with tenants in the decisions that affect them;

To deliver on initiatives which support various new strategies, such as the Children & Young People's Plan, Health for Life Strategy, Criminal Justice Policy Strategic Plan Priority 7, specifically by:-

- Creating a safer environment by reducing crime, public disorder and anti-social behaviour on Housing Estates through programmes designed to engage with residents;
- Providing tenants with opportunities to develop their potential as lifelong learners and active and responsible members of society;

To encourage engagement between residents and other agencies.

2. Corporate Governance Framework

To comply with this agreement, regular meetings will take place between the Housing Department and representatives from the <Residents Association/Area Panel>. Meetings will take place at least once a month in order to track spending and ensure suitable use of funds. In order to form a quorum, it will be necessary for at least one of the signatories from each party to attend the monthly meetings, with all four signatories attending on at least a quarterly basis.

3. Responsibilities of the Housing Department

Housing Department liaison will be the named Officer responsible for each particular group (Liaison Officer) and Dominique Counce, who are responsible for the grants.

The Liaison Officer will be responsible for receiving grant applications;
The Head of Housing Services will be responsible for approving the grant.

Once approved, payment will be made by the Housing Department Finance Section.

4. Responsibilities of <Residents Association/Area Panel etc>

Each grant recipient must nominate two members of their group to act as contacts. It is proposed that these be the Chairperson and Treasurer of any Residents Association or Area Panel.

Elected contacts are responsible for ensuring that adequate controls are in place to ensure funds are spent appropriately and will take responsibility for the maintenance and provision of all necessary accounts, reports and the asset register (mentioned further in point 7 below).

5. Monitoring Progress

The <Residents Association/Area Panel> will provide the Housing Department with detailed accounts of how and when funds have been spent, these must be provided on a quarterly basis.

It is the responsibility of the relevant Liaison Officer to review these accounts and ensure that funds are being spent efficiently and in line with meeting the above aims and objectives.

In determining appropriate use of funds, the Officers will be monitoring the progress on the following targets issued for this particular grant:-

- (e.g. Hold 1 x Community Day for the Estate/Area within next 12 months)
- (e.g. Establish an "after school" club for children of the Estate within next 12 months)

6. Payment Terms and Conditions

The Department agrees to pay <Residents Association/Area Panel> the sum of £<> per annum. This will be paid in four quarterly instalments following receipt of the accounts mentioned in point 5 above. Further instalments will only be paid if it can be shown that funds are being used appropriately and the above mentioned targets are being met.

Grants will not be authorised where it is deemed that the <Residents Association/Area Panel> is already sufficiently funded.

7. Asset Control

A register must be kept of all assets purchased with the grant. This register will be kept and maintained by the Head of Housing Services and will be monitored along with any relevant quarterly accounts provided by the <Residents Association/Area Panel>. The Liaison Officers will be responsible for ensuring that the Head of Housing Services is updated regularly to reflect the purchase of any assets with the grant.

In the event of the <Residents Association/Area Panel> disbanding, all remaining uncommitted funds will be returned to the Housing Department. This would not affect any new applications for grants being made in the future if a new <Residents Association/Area Panel> were to be established.

8. Access Rights

This agreement gives a right of access to all documentation regarding this grant to Housing Department Officers and the Comptroller and Auditor General.

9. Appeals Process

Grants will be approved by Head of Housing Services. If at any time a grant is refused, the appeal process will require the <Residents Association/Area Panel> to put its case in writing to the Director of Operations (within 28 days of refusal). The appeal will be considered by the Director of Operations and Finance Director (within 28 days of receipt).

If no acceptable result is achieved at this point, a final appeal can be made to the Assistant Minister for Housing no later than 28 days following the notification of appeal.

10. Declaration and signature of both Parties

On behalf of the States of Jersey Housing Department, I confirm that I have read the agreement as set out in this document and will comply with the terms and conditions contained within.

Signed.....

Liaison Officer

Signed.....

Head of Housing Services

Date:.....

On behalf of <Residents Association/Area Panel>, I confirm that I have read the agreement as set out in this document and will comply with the terms and conditions contained within.

Signed.....

Chairperson

Signed.....

Treasurer

Date:.....