

**ISLE OF ANGLESEY COUNTY COUNCIL**  
**Record of Executive Decision taken by the**  
**Commissioner for Education**

<b>1. MADE BY</b>	The Commissioner, Mr Gareth Jones
<b>2. THE DECISION</b>	To delegate the authorisation of the Llwyddo'n Lleol bursaries to the Head of Education service.
<b>3. MADE ON</b>	4 <sup>th</sup> of July, 2011
<b>4. REASONS FOR THE DECISION</b>	To delegate, to the Head of Service Education, the authority to make offers and payments of bursaries under the Llwyddo'n Lleol project in accordance with procedures agreed under Financial Procedure Rules 4.8.4.5.1 of the Constitution.
<b>5. DECLARATION OF INTEREST</b>	None
<b>6. DISPENSATION GRANTED?</b>	Not Applicable
<b>7. CONSULTATION, IF ANY</b>	Acting Chief Executive, Finance Department, Legal Officer, Head of Education
<b>8. SUBJECT TO CALL IN?</b>	Yes
<b>DATE OF PUBLICATION:</b>	6 July, 2011
<b>DATE OF IMPLEMENTATION</b>	14 July, 2011

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>REPORT TO</b>	<b>Mr Gareth Jones, Commissioner</b>
<b>DATE</b>	<b>29<sup>th</sup> of June, 2011</b>
<b>SUBJECT</b>	<b>To delegate the authorisation of the Llwyddo'n Lleol bursaries to the Head of Education service.</b>
<b>PORTFOLIO HOLDER(S)</b>	<b>Goronwy Parry</b>
<b>LEAD OFFICER(S)</b>	<b>Gwyn Parri, Head of Service, Education</b>
<b>CONTACT OFFICER</b>	<b>Lowri Roberts, Anglesey Llwyddo'n Lleol Project</b>

<b>1. Please confirm the nature of the report by clicking <u>one</u> of the following boxes:</b>	
For information.....	<input type="checkbox"/>
Operational.....	<input checked="" type="checkbox"/>
Strategic.....	<input type="checkbox"/>

<b>2. Reason/s why a decision required by the Commissioners</b>	
2.1	The Convergence ESF project Llwyddo'n Lleol encourages entrepreneurship amongst young people. It is able to offer bursaries of up to £1000 to develop businesses. This is defined as a 'grant' within the project regulations.
2.2	The Council's Constitution Financial Regulations Paragraph 4.8.4.5.1 states <i>"In the case of grants and other payments where the Council has discretions as to whether to make payment or the amount of the payment, the payee and amount of each payment must be authorised by the Executive or any other Committee to which the relevant budget is delegated. The Executive or Committee may further delegate the authorisation of such payments, with written procedures approved by the Corporate Director - Finance."</i> (Paragraph 4.8.4.5.1)
2.3.	The Commissioners decision is required on the authorisation in accordance with the above.

### 3. Report summary

3.1 The Llwyddo'n Lleol Youth Enterprise project is a sub-regional collaborative EU Convergence project funded through ESF which is led by Gwynedd Council. The Isle of Anglesey County Council is a key partner in the project and leads on the Anglesey element of this innovative pan-North West Wales scheme.

3.2 The main aim of the project is to create a culture of enterprise among young people on the island.

Through this aim, the objectives are:-

- To promote rural areas as areas that can offer a great deal to young people.
- To promote key growth sectors
- Increase the confidence of young people in their own communities.
- Promote self-employment as a viable career choice
- Help young people to develop key entrepreneurial skills – those skills that employers are seeking, and those skills that will help young people in employment or self-employment.

3.3 The target beneficiaries of this project are young people between 11-19 years old living in the northwest Wales counties of Anglesey, Gwynedd, Conwy and Denbighshire. The bulk of the work will be targeted towards the higher end of the age-range (14-19), but due to the transformational nature of the project, and its key message, work with younger individuals is key in order to begin the process as early as possible.

3.4 One element of the project is that participants can apply for a bursary up to the value of £1,000. This bursary can be applied either in groups or by individuals and full support will be given to participants to develop their own business plan. The idea of the bursary is to make the business venture a reality; therefore the money can contribute towards such things as purchasing goods, training and hiring of equipment and/or venue. By doing this, participants can learn what steps are needed to set up a business and also learn and implement their enterprising skills.

3.5 A total of £242,500 is available as grant funding until 2015.

#### 4. Recommendation/s and reasons

##### 4.0 Key Considerations

4.1. Due to the nature and value of the bursaries they are low risk for the council and would not have subsequent implications for council finance or activities. Their term would be limited to the duration and funding available through the ESF project.

4.2. They are an integral part of the project as approved for ESF funding.

##### Recommendations

4.3 That the Commissioners delegate, to the Head of Service Education, the authority to make offers and payments of bursaries under the Llwyddo'n Lleol project in accordance with procedures agreed under Financial Procedure Rules 4.8.4.5.1 of the Constitution.

#### 5. Other options and reason/s for rejection

#### 6. Consultation

- 6.1 Finance/Section 151.....  yes.....  no
- 6.2 Legal/Monitoring Officer.....  yes.....  no
- 6.3 Human Resources.....  yes.....  no.....  n/a
- 6.4 Property Services.....  yes.....  no.....  n/a
- 6.5 Communications Unit.....  yes.....  no
- 6.6 Others consulted (including members):

#### 7. Any Policy Framework issues

## 8. Environmental issues

Does the item/matter have regard to:

1. Wildlife (biodiversity) under Section 40 of the Natural Environment and Rural Communities (NERC) Act 2006\*  yes..... no..... n/a

2. Anglesey's Area of Outstanding Natural Beauty (AONB) under Section 85 of the Countryside and Rights of Way Act 2000\*\*  yes..... no..... n/a

(\* Ecological and Environmental Advisor can advise: ext. 2470)

(\*\* Countryside and AONB Officer can advise: ext. 2429)

[Notes](#)

## 9. Background papers



<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>EXECUTIVE DECISION TAKEN BY COMMISSIONER:-</b>	Portfolio Commissioner for Education and Leisure Services
<b>DATE:-</b>	10 <sup>th</sup> of June, 2011
<b>TITLE OF REPORT:-</b>	Anglesey's Llwyyddo'n Lleol Project's Bursary Procedure
<b>PURPOSE OF REPORT:-</b>	Urgent Request to seek approval to delegate authorisation of the Llwyyddo'n Lleol bursary to the Head of Education service.
<b>REPORT BY:-</b>	Head of Education Service

## 1.0 Background

1.1 The Llwyyddo'n Lleol Youth Enterprise project is a sub-regional collaborative EU Convergence project funded through ESF which is led by Gwynedd Council. The Isle of Anglesey County Council is a key partner in the project and leads on the Anglesey element of this innovative pan-North West Wales scheme.

1.1 The main aim of the project is to create a culture of enterprise among young people on the island.

Through this aim, the objectives are:-

- To promote rural areas as areas that can offer a great deal to young people.
- To promote key growth sectors
- Increase the confidence of young people in their own communities.





- Promote self-employment as a viable career choice
  - Help young people to develop key entrepreneurial skills – those skills that employers are seeking, and those skills that will help young people in employment or self-employment.
- 1.2 The target beneficiaries of this project are young people between 11-19 years old living in the northwest Wales counties of Anglesey, Gwynedd, Conwy and Denbighshire. The bulk of the work will be targeted towards the higher end of the age-range (14-19), but due to the transformational nature of the project, and its key message, work with younger individuals is key in order to begin the process as early as possible.
- 1.3 One element of the project is that participants can apply for a bursary up to the value of £1,000. This bursary can be applied either in groups or by individuals and full support will be given to participants to develop their own business plan. The idea of the bursary is to make the business venture a reality; therefore the money can contribute towards such things as purchasing goods, training and hiring of equipment and/or venue. By doing this, participants can learn what steps are needed to set up a business and also learn and implement their enterprising skills.
- 1.5.1 A total of £242,500 is available as grant funding until 2015.
- 1.5 All elements of the projects were procured through competitive tendering via the Sell2Wales website and Menter a Busnes was the successful bidder to administer the bursary.
- 2.0 **Methodology**
- 2.1 In order to approve any bursary application, Menter a Busnes have established a Bursary Assessment Panel, consisting of members from Anglesey Council, the youth sector and the business sector. The panel shall scrutinise each application, based on a consistent scoring system, on a monthly basis.
- 2.2 The Council's Constitution on Financial Regulations states *"In the case of grants and other payments where the Council has discretions as to whether to make payment or the amount of the payment, the payee and amount of each payment must be authorised by the Executive or any other Committee to which the relevant budget is delegated."*





(Paragraph 4.8.4.5.1) This would therefore mean that any bursary applied for and passed by the panel would have to be approved by the Executive. This process would be time consuming and might delay the projects expenditure. Also, it would not be practical, especially considering the size of the grants involved. It is therefore important, for the beneficiaries and project expenditure, that the bursaries are administrated quickly and correctly. In addition to the above statement, the Constitution also states, *“The Executive or Committee may further delegate the authorisation of such payments, with written procedures approved by the Corporate Director - Finance.”* (Paragraph 4.8.4.5.1)

### 3.0 Key Considerations

- 3.1 EU funded projects require sound project systems in place in order to deliver project according to the quarterly profiles agreed with the WALES European Funding Office. Failure to meet projected spends may put projects at risk of financial de-commitment as WEFO increase scrutiny of project performance during the latter stages of the Convergence programmes.

As such, to minimize risks of de-commitment, the project requires sound systems and an effective decision making process in place to facilitate project delivery and to ensure timely turnaround of project elements such as bursary schemes.

Failure to take swift decisions on such issues may contribute to delays in spending which may ultimately put the project at risk of clawback.

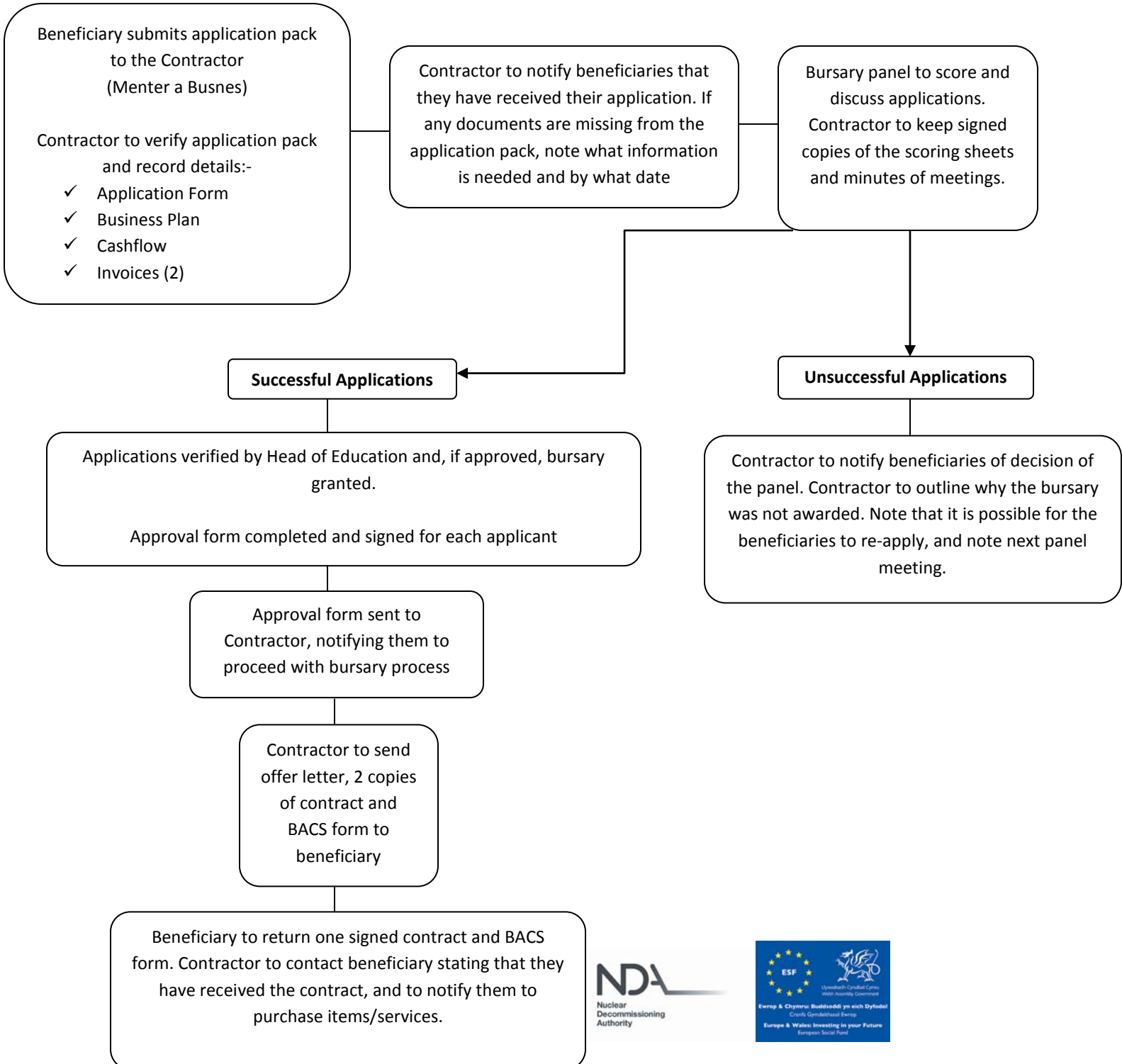
### 4.0 Recommendations

- 4.1 That the Commissioner delegates, to the Head of Service Education, the authority to make offers and payments of the bursary under the Llywyddo'n Lleol program, subject to approval of the Director of Finance under paragraph 4.8.4.5.1 of the Constitution.





**1**





**Annex 2**

<b>Anglesey's Llywddo'n Lleol Grant Authorisation Form</b>	
Name of main contact (this person must be over 18 years old):	
Name of Business Manager (if under 18 years old):	
Business Managers Date of Birth:	
Individual / Group Application:	
Correspondence Address:	





<b>Amount of Llwylldo'n Lleol Bursary Applied For (Max. £1,000):</b>	
<b>Summary of proposed enterprise:</b>	
<b>Score of Panel (<u>MUST</u> be 20 + points in order to pass):</b>	

I (name of signatory) \_\_\_\_\_

on behalf of Anglesey County Council, authorise the Contractor (Menter a Busnes) to adminstrate the Anglesey Llwylldo'n Lleol bursary applied for by the above beneficiary.

SIGNED: \_\_\_\_\_

STATUS: \_\_\_\_\_

DATE: \_\_\_\_\_

