Torquay Place Leadership Board
Meeting Agenda

Monday, 15 December 2025 at 10.40 am
to be held in Banking Hall, Castle Circus entrance on the left corner of the Town Hall, Castle Circus, Torquay, TQ1 3DR

Membership

Jim Parker	Alison Hernandez
Chris Balch	Peter Knight
Anne-Marie Bond	Councillor Cordelia Law
Tracey Cabache	Roy Linden
Steve Darling	Richard Marsh
Callum Elliott	Rose Millard
Emma Ellis	Steve Reynolds
Vince Flower	Lynne Roberts
Laurence Frewin	Councillor David Thomas
Peter Friend	Alan Tilley
Jess Gane	Lee Tozer
Chris Hart	Mike Westcott

1.   Apologies
To receive apologies for absence, including notifications of any changes to the membership of the Board.

2.   Minutes   (Pages 3 - 6)
To confirm as a correct record the minutes of the meeting of the Board held on 27 October 2025.

3.   Declarations of Interest
a)   To receive declarations of non pecuniary interests in respect of items on this agenda

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Simon Bellamy, Town Hall, Castle Circus, Torquay, TQ1 3DR

Email: governance.support@torbay.gov.uk - www.torbay.gov.uk

For reference: Having declared their non pecuniary interest members may remain in the meeting and speak and, vote on the matter in question. A completed disclosure of interests form should be returned to the Clerk before the conclusion of the meeting.

b) To receive declarations of disclosable pecuniary interests in respect of items on this agenda

For reference: Where a Member has a disclosable pecuniary interest he/she must leave the meeting during consideration of the item. However, the Member may remain in the meeting to make representations, answer questions or give evidence if the public have a right to do so, but having done so the Member must then immediately leave the meeting, may not vote and must not improperly seek to influence the outcome of the matter. A completed disclosure of interests form should be returned to the Clerk before the conclusion of the meeting.

Where the interest is for issues relating to prioritisation of topics, approval of a prioritisation matrix and where approval of Grant Funding is being discussed, the Monitoring Officer has granted a dispensation to Board Members to remain in meetings of the Torquay Place Leadership Board and take part in discussions but not to vote on any application made by themselves or their organisation.

(**Please Note:** If Members and Officers wish to seek advice on any potential interests they may have, they should contact Governance Support or Legal Services prior to the meeting.)

4. **Urgent Items**
   To consider any other items that the Chair decides are urgent.

5. **Update on submission to government.**

6. **Delivery Assurance Framework and next steps.**   (Pages 7 - 34)

7. **Capacity Funding – existing requests, seed funding,**

8. **Paignton Pride in Place funding update.**

9. **Finance Update**
   To receive an update on the latest financial position of the Torquay Place Leadership Board.

10. **Any Other Business**

Minutes of the Torquay Place Leadership Board

27 October 2025

-: Present :-

Jim Parker (Chair), Chris Balch, Anne-Marie Bond, Tracey Cabache, Callum Elliott, Emma Ellis, Peter Friend (virtual), Laurence Frewin, Jess Gane, Councillor Cordelia Law, Rose Millard, Lynne Roberts, Councillor David Thomas, Alan Tilley, Lee Tozer and Mike Westcott

(Also in attendance: Simon Bellamy, Teresa Buckley, Jon Paul Hedge)

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7. Apologies

Apologies for absence were received from Steve Darling MP, Vince Flower, Chris Hart, Alison Hernandez and Roy Linden

8. Minutes

It was noted that Rose Millard was missing from attendance list of the last minutes. Subject to the inclusion of Rose Millard as an attendee, the Minutes of the meeting of the Torquay Place Leadership Board held on 8 September 2025 were confirmed as a correct record.

9. Declarations of Interest

Members were reminded of the discussion surrounding Declarations of Interest at the previous meeting, and how they would work going forward. However, it was felt that, as no individual projects or proposals were under discussion at this meeting, declarations were not required. Democratic Services Officers agreed to keep the Chair appraised of any discussions which may require interests to be declared during the course of the meeting.

10. Pride in Place Torquay Submission

The Interim Place Manager, Jon-Paul Hedge presented the report as published, outlining the work undertaken so far, the current status of funding and the next steps to be agreed. Tracey Cabache, Director at Torbay Communities outlined the work undertaken since the last meeting, detailing further engagement sessions, potential collaborative projects arising and how the list of proposals presented to the Board had been arrived at.

Tracey also addressed the previous meetings assertion that housing should form a significant part of the projects approved by the Board, outlining that further contact had been made with affordable housing providers, who did not express a great interest in putting projects forward. Further discussions had also suggested that the funding available may not be sufficient to achieve the housing aims of Board Members, so ambitions in this regard had been scaled back.

Tracey emphasised that the project list presented to the Board was intended as the launchpad for further conversations before the final list was agreed.
The Chair expressed his thanks to Tracey and Jon-Paul for their hard work.

The following points were discussed:
· if the list of projects presented met the criteria outlined at the beginning of the process;
· if some of the projects represented value for money, were too risky or had alternative routes to funding;
· a perceived lack of transparency in the scoring process employed so far and a lack of communication and guidance in strengthening proposals;
· the merits of the system employed so far, with the Interim Place Manager re-emphasising the unique constraints of this funding pot, and the decision made to make the application process as light-touch as possible to maximise engagement and proposals from smaller organisations with fewer resources and experience in grant applications;
· if the community knowledge and connections of Board Members was being fully utilised; and
· the number of projects put forward by the Council and how this would be perceived by the community.

Members expressed widespread support for fairness, impartiality and transparency in the later stages of the process, and that projects must be interrogated for reliability, value for money and impact, with appropriate due diligence carried out on those projects recommended for approval.

The Chair acknowledged the concerns raised on the process to date, and highlighted that a condensed timescale and rapidly changing criteria from central Government had presented challenges in the process.

Resolved (unanimously):

1 that the Torquay Place Leadership Board approve the draft Vision statement outlined in Appendix 3 to the submitted report for submission to MHCLG, subject to clarity on 'Torquay's vision';

2. that the Board note that an open call for projects, engagement work and co-production workshops has strongly started to indicate Torquay will be oversubscribed for what should be viable schemes. That, in light of this, the Board approve for the maximum spend profile for the first four years to be returned to MHCLG as set out below, but that the Torbay MP be requested to work with MHCLG to see if the Board can have the money as previously expected equal over

each four years to meet the expectation of the community and building on ongoing work from Torbay Place Leadership Board;

	2026–27	2027–28	2028–29	2029–30	Total
Revenue funding	£232,000	£256,000	£432,000	£432,000	£1,352,000
Capital funding	£360,000	£1,736,000	£1,605,000	£1,605,000	£5,306,000
Total					£6,658,000

3. that the Board approve a formal process for final project funding. Namely that once Torquay's Vision for regeneration indicative spend is approved by MHCLG, that final schemes return to the Board for a funding by majority vote. In the event schemes become unviable, substitutes born from the community co-design are brought forward to ensure delivery against the spend profile;

4. that the Board initially carry forward the recommended schemes as identified by Torbay Communities set out in Paragraph 5.10 of the submitted report;

5. that the Board approve up to £40,000 a year of capacity funding (and subsequent procurement process) for a community organisation to continue to develop business cases to fruition, co-design, monitor and evaluate, continue with open rounds of applications, engagement, and communication; and

6. that, through the existing partnership with Torbay Council, the Board support the creation of a Delivery Assurance Framework Committee of officers to assist the Board with viability, legal, planning, budget, procurement, and delivery monitoring of proposals.

Chair

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Business Case Template

Pride in Place programme

(Plan for Neighborhoods)

Organisation name:

Project name:

Version	
Date	

Project Sponsor	
Phone (mobile)	
Phone (work)	
E-mail	

Project Manager	
Phone (mobile)	
Phone (work)	
E-mail	

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Contents

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1. Introduction

1.1. Overview

Please provide a brief overview of your project, summarising its purpose and main objectives.

> <INSERT>
>
> *Example: Our project aims to revitalise the local park by installing accessible play equipment, improving lighting, and adding seating areas. The purpose is to create a safe, inclusive space for families and residents, encourage outdoor activities, and strengthen community pride.*

1.2. Objectives

Please clearly state the main objectives and expected benefits of your project in a SMART format (Specific, Measurable, Achievable, Relevant, Time-bound). Refer to the examples.

Objectives	Description	Measure
Improve public spaces	*Upgrade 3 key community areas with inclusive design*	*Completion of upgrades by Dec 2025*
Enhance accessibility	*Install step-free access in all project locations*	*100% compliance with accessibility standards*
Boost community engagement	*Deliver 5 local consultation events*	*Minimum 200 residents engaged*
Support local economy	*Use local suppliers for 50% of procurement spend*	*Procurement reports confirm target*

2. Strategic Case

2.1. Addressing Gaps in Existing Arrangements

Why is this project necessary, and what strategic objectives or service gaps does it aim to address?

> <INSERT>
>
> *Example: The project addresses gaps in the current service model, which cannot meet growing community needs or efficiency targets. Existing processes are fragmented and rely on outdated systems, causing delays and higher costs. This project will improve accessibility, streamline workflows, and ensure compliance. Key objectives include enhancing customer experience, reducing turnaround times, and aligning resources with future demand.*

2.2. Alignment with Pride in Place and Organisational Strategies

How does your project support the Pride in Place programme (thriving places, stronger communities, taking back control) and/or align with other strategies for Torquay?

> <INSERT>
>
> *Example: This project strengthens the Pride in Place programme by improving local infrastructure and access to quality services, helping create vibrant and resilient communities. It supports objectives such as economic growth, better public spaces, and sustainable solutions. The project also aligns with wider council strategies on regeneration and digital transformation, ensuring a joined-up approach to long-term development.*

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3. Economic Case

3.1. Options Considered

What delivery options were considered, and how do they compare in terms of benefits, risks, and alignment with objectives?

Option	Description
Option 1 Business as Usual (BAU)	*Continue current arrangements. Does not address service gaps or meet Pride in Place objectives.*
Option 2 Do Minimum	*Make essential compliance upgrades. Offers limited improvement and lacks transformational impact.*
Option 3 Preferred Option	*Deliver a full regeneration package aligned with Pride in Place priorities. Requires higher investment but maximizes benefits, improves infrastructure, and supports vibrant communities.*

3.2. Preferred Option

Why is the preferred option the best choice, and what will the final deliverables and scope include?

<INSERT>
Example: The preferred option is most suitable as it fully supports the Pride in Place vision of creating inclusive and sustainable communities. Deliverables include improved public spaces, better transport links, and enhanced community hubs. The scope covers infrastructure upgrades, landscaping, and stakeholder engagement, with clear boundaries to prevent scope creep. This ensures measurable outcomes aligned with long-term objectives.

4. Commercial Case

4.1. Procurement Approach and Contractual Arrangements

What procurement approach and contractual arrangements will ensure effective and compliant delivery of Pride in Place objectives?

Refer to: https://www.torbay.gov.uk/business/procurement/invite/

<INSERT>
Example: An open tender process was used to ensure transparency and compliance with public sector regulations. This approach attracts suppliers experienced in regeneration and community-focused projects. The contract includes clear terms for quality standards, data protection, and performance monitoring, with escalation procedures and service credits to maintain delivery standards. All provisions align with Pride in Place objectives, such as improving public spaces and fostering community engagement.

4.2. Delivering Value for Money

How will you ensure value for money and alignment with Pride in Place priorities?

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Example: The supplier was selected for their proven experience in regeneration and ability to deliver innovative, cost-effective solutions. Their proposal aligns with Pride in Place priorities, including improved infrastructure and inclusive spaces. Contract management will be led by an experienced project team, supported by strong governance and regular performance reviews to ensure value for money and timely delivery.

4.3. Generating Social Value for the Community

How will procurement and delivery of this Pride in Place project create social value for the local community in Torquay?

Refer to: https://www.torbay.gov.uk/council/social-value/torbay-council-s-social-value-procurement-policy/

Contact person: Lucy Lewis lucy.lewis@torbay.gov.uk Build Torbay Project Coordinator - Torbay Council

<INSERT>
Example: The procurement approach prioritises suppliers who demonstrate strong social value commitments, in line with Torbay Council's Social Value Policy. The chosen contractor will provide benefits such as employing local labour, offering apprenticeships, and sourcing materials from local businesses to boost the economy. Community engagement activities, including volunteering and skills workshops, will be built into the contract to promote inclusion and resilience. These measures ensure the project delivers lasting social and economic benefits for Torbay residents.

5. Financial Case

5.1. Funding and Constraints

What is the financial approach for delivering this Pride in Place project, including funding sources, constraints, and opportunities?

<INSERT>
Example: The financial approach combines Pride in Place grant funding with approved Council capital allocations. The budget complies with grant conditions, including strict timelines and reporting requirements. Key constraints include completing delivery within the financial year to avoid clawback, while opportunities exist to secure match funding from local partners. Costs have been benchmarked against similar projects to ensure accuracy and value for money.

5.2. Budget and Cost Structure

How will the approved budget and cost structure ensure financial viability and deliver value for money in line with Pride in Place objectives?

<INSERT>
Example: The approved budget includes all capital and ongoing costs, with contingency and risk allowances to ensure viability. Spending focuses on key workstreams such as public realm improvements and community facilities that directly support Pride in Place objectives. Regular financial monitoring and governance will track costs against milestones, ensuring transparency and that every pound delivers measurable social and economic benefits.

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5.3. Funding

Provide details of the Pride in Place funding requested for this project, including the total amount, expenditure to date, and remaining balance. This information can be drawn directly from your project finance records. Include a brief narrative below to explain any key considerations, constraints, or updates related to this funding.

Funding Budget Holder	Funding Stream	Amount	Expenditure to date	Remaining balance	Contingency (~10%)
Name	Pride in Place	£	£	£	£
Name		£	£	£	£
Name		£	£	£	£
Totals		£	£	£	£

5.4. Tax considerations

Identify any tax implications or arrangements associated with the Pride in Place-funded project. Confirm whether VAT or other tax liabilities apply to the grant-funded expenditure and outline how these will be managed. If you are unsure, please contact the Finance Team for guidance.

Contact person: Sarah Davis **sarah.davis@torbay.gov.uk** Senior Finance Officer - Technical & Budgeting – Torbay Council

5.5. Capital Costs (Non-Recurrent)

Provide a breakdown of the capital costs for the project funded through the Pride in Place grant. Include the main contract price. Ensure contingency and risk budgets are included to cover unforeseen issues. Refer to examples below.

Description	Value	Comments
Main Contract Price	*£ 450,000*	*Includes construction and installation works*
Design & Consultancy	*£ 50,000*	*Architectural and engineering services*
Contingency Allowance	*£ 30,000*	*Covers unforeseen issues*
Risk Budget	*£ 20,000*	*For potential delays or cost variations*
Equipment & Materials	*£ 25,000*	*Fixtures, fittings, and landscaping*
Total	***£ 575,000***	

5.6. Ongoing costs (Recurring commitment)

Outline any ongoing costs or revenue implications associated with the Pride in Place-funded project. Specify how these costs will be funded, identify the relevant budget holder, and confirm approval for the period. If income will be generated, detail the expected amount and calculate the net balance. Indicate whether these costs apply annually or for a fixed contract duration. Refer to examples below.

Description	Value	Comments
Maintenance	*£ 15,000*	*Annual upkeep of public spaces and facilities*
Resource Costs	*£ 10,000*	*Staff time for monitoring and community support*
Income	*£ 5,000*	*Expected revenue from venue hire and events*
Total	***£ 20,000***	*Net cost after income*

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6. Management Case

6.1. Governance, Roles and Reporting Arrangements

What is the governance structure of your organisation?

<INSERT>
Example: *The project will follow a defined governance framework aligned with Pride in Place objectives. A Project Sponsor will provide strategic oversight, supported by a Project Board for decision-making and progress reviews. Day-to-day delivery will be managed by a Project Manager within agreed financial and operational limits. Key stakeholders from finance, procurement, and communications will ensure coordination across workstreams. Progress will be tracked through regular governance meetings, dashboards, and risk registers, with formal reporting monthly to the Project Board.*

6.2. Risk and Communication Management

How will risks and communications be managed to ensure successful delivery and alignment with Pride in Place objectives?

<INSERT>
Example: *Risks will be tracked through a risk register and mitigation plan, reviewed at each governance meeting. Benefits will be monitored against agreed KPIs, such as improved public spaces and increased community engagement. A communications plan will include stakeholder briefings, public consultations, and updates via council channels to maintain transparency and involvement. This approach ensures risks are controlled, benefits delivered, and stakeholders kept informed throughout the project.*

6.3. Key Stakeholders

Outline the key stakeholders in the table below.

Name	Title	Project Role / Area of Expertise
		Senior Responsible Officer
		Project Management
		Operational
		Financial oversight and scrutiny
		Procurement
		Communications (as required)
		Contract manager (as required)

6.4. Key Milestones

Provide the key milestones for the project in the section below. Refer to examples below.

Activity	Start	End	Comments
Project initiation	*Jan 2025*	*Feb 2025*	*Governance set-up and approvals*
Design and planning	*Feb 2025*	*Apr 2025*	*Finalise designs and stakeholder input*
Procurement process	*Apr 2025*	*Jun 2025*	*Tender issued and supplier appointed*
Construction phase	*Jul 2025*	*Nov 2025*	*Delivery of infrastructure improvements*
Community engagement events	*Aug 2025*	*Dec 2025*	*Ongoing consultation and feedback*
Project completion	*Dec 2025*	*Dec 2025*	*Handover and final reporting*

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6.5.   Risk Management and Mitigation

What are the key risks that could affect successful delivery of the Pride in Place project, and how will they be mitigated?

<INSERT>
Example: *Risks will be managed through a live risk register and mitigation plan, reviewed at monthly Project Board meetings. High-impact risks will be escalated to the Pride in Place Steering Group for timely action. Mitigation measures will be tracked alongside project milestones to ensure alignment with objectives and prevent delays. This proactive approach ensures risks are controlled and benefits delivered as planned.*

6.6.   Risk Identification, Assessment and Mitigation

Please complete the Risk Management Table:
- Risk – State the specific risk (e.g., funding delay, contractor performance).
- Risk Level – Assess impact and likelihood (High, Medium, Low).
- Description – Briefly explain what could happen and why it matters.
- Mitigation – Outline actions to reduce or manage the risk (e.g., contingency plan, regular monitoring).

RAG: use Red – Amber - Green to show severity:
- Red (High): Major impact; needs urgent action and senior oversight.
- Amber (Medium): Moderate impact; mitigation in progress; monitor closely.
- Green (Low): Minor impact; controls in place; review periodically.

Risk	Risk Level	Description	Mitigation	R-A-G
Funding delays	*High*	*Delay in receiving grant funds could impact timeline*	*Regular liaison with funding body; contingency plan*	*R*
Contractor performance	*Medium*	*Poor delivery quality or missed deadlines*	*Robust contract terms; performance monitoring*	*A*
Community engagement issues	*Low*	*Limited participation from local residents*	*Early engagement; clear communication strategy*	*G*

6.7.   Ongoing Risk Monitoring and Governance

How will ongoing risk monitoring and governance keep the project aligned with Pride in Place objectives?

<INSERT>
Example: *Risk monitoring will be part of the governance process, with a live risk register reviewed at quarterly Board meetings. Mitigation plans will be tracked against key milestones to ensure objectives like improved public spaces and community pride are met. This approach ensures risks are managed proactively and do not affect delivery.*

6.8.   Equality, Diversity and Inclusion

How does your Pride in Place project promote equality, inclusivity and support community cohesion?

<INSERT>

<h1 style="text-align:center">Page 14</h1>

Example: An Equality Impact Assessment was completed to ensure no group is disadvantaged. The project includes accessibility improvements like step-free access and inclusive design standards. Engagement activities involve diverse community voices, so decisions reflect everyone's needs. This approach supports equality and complies with the Equality Act 2010. Within your answer please be clear about how your project will bring different communities together and how it will avoid and tackle discrimination. You also need to identify what steps will you be taking to make sure that your project is fully accessible.

6.9.   Environmental Impact and Sustainability

How does your Pride in Place project minimise environmental impact and support sustainability?

<INSERT>

Example: An Environmental Impact Assessment was carried out to ensure the project reduces harm and promotes sustainability. Measures include using low-carbon materials, improving energy efficiency, and enhancing green spaces. Waste reduction and recycling plans are in place, and suppliers are encouraged to follow sustainable practices. This approach supports environmental goals and aligns with the Pride in Place commitment to creating greener communities.

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PRIDE IN PLACE

Highlight Report Template

Pride in Place programme

(Plan for Neighborhoods)

The quarterly Highlight Report provides a concise update on the status of the Pride in Place project, summarising progress, key changes, and risks. It is intended for senior stakeholders, programme boards, and governance teams.

Organisation name:

Project name:

Version		
Date		
Reporting period	From:	To:

Project Sponsor	
Phone (mobile)	
Phone (work)	
E-mail	

Project Manager	
Phone (mobile)	
Phone (work)	
E-mail	

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Status Summary (RAG)

Show Red – Amber - Green for project Schedule, Budget and Risks. Refer to thresholds:

	GREEN	AMBER	RED
Schedule	Completion extended by <2% original timescale	Completion extended by 2-5% original timescale	Completion extended by >5% original timescale
	Impact is less than 1 Month	Impact is between 1 and 3 months	Impact is greater than 3 months
		Missing a critical / important milestone which has other impacts	Viability of project at risk
Budget	Overspend less than-50% of the project contingency	Overspend has exceeded 50% of the project contingency	Overspend is likely to exceed the project contingency
	Approved funding will not be exceeded	It is possible that the approved funding will be exceeded	The project is close to or will exceed the agreed budget
Risks Issues	Impact of risk to Schedule & budget within Green tolerances	Impact of risk to Schedule & budget within yellow tolerances	Impact of risk to Schedule & budget falls into red tolerances
	Minor reputational impact	Notable reputational impact	Significant reputational impact
Reporting level	Managed at PM/Project Board level, no need to report or highlight	Managed at SRO level, noted at Capital Growth Board no need to escalate	Needs to be escalated to Capital Growth Board or beyond for decision or agreement on way forward

Item	R-A-G	Reasons
Schedule	A	*Contractor start delayed 1 week*
Budget	G	*Costs within budget*
Risks	A	*Volunteer uptake strong but weather risk*

Work completed for this period

List work and any variances.

<INSERT>
Example:
- Installed 5 benches, completed lighting foundations
- Variance - delay due to supplier shipment.

Any impacts of the project in this period, including any case studies that can be shared?

<INSERT>
-

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Any learnings to be shared from this period?

<mark><INSERT></mark>   ▪

Planned work for the next period

List planned work.

<mark><INSERT></mark>
Example:
    ▪   Install lighting units
    ▪   Start playing area construction

Key Milestones

How to complete this table:

- Milestone: Enter the key activity or deliverable.
- Baseline Date: Original planned date.
- Expected Date: Current forecast date.
- Status (R-A-G): Use Red (delayed), Amber (at risk), Green (on track).
- Commentary: Brief reason for status or update.

Milestone	Baseline Date	Expected Date	R-A-G	Commentary
Lighting Install	*15/02/2026*	*01/03/2026*	*A*	*Permit delay*
Play Area Start	*20/03/2026*	*20/03/2026*	*G*	*On track*

Risks & Issues

How to complete this table:

- Item: State the risk or issue (e.g., bad weather, permit approval).
- Impact: Rate the impact (High, Medium, Low).
- Mitigation / Decision: Describe the action to reduce or resolve the risk.
- Owner: Name of the person responsible for managing it.
- Due Date: Enter the deadline for resolution or review.

Item	Impact	Mitigation / Decision	Owner	Due Date
Bad weather	*High*	*Flexible schedule*	*Project Manager*	*15/03/2026*
Permit approval	*Medium*	*Escalate to council*	*Project Sponsor*	*01/03/2026*

Financial Summary

How to complete this table:

- Budget: Enter the total approved budget for the project.

- Expenditure: Record actual spending to date.
- Forecast: Estimate remaining costs to complete the project.
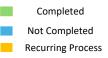- Balance / Contingency: Show remaining funds or contingency available after forecasted spend.

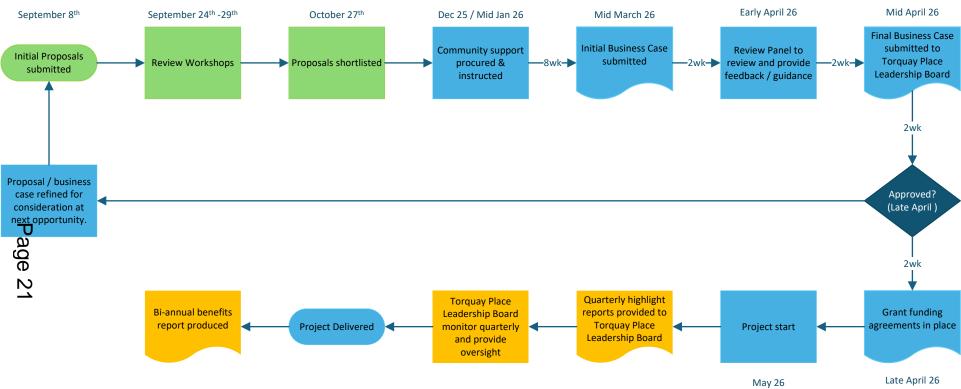| Budget	Expenditure	Forecast	Balance / Contingency
£ 10,000	*£ 1,000*	*£ 7,000*	*£ 2,000*

Any Issues and Support needed

<mark>\<INSERT\></mark>
Example:
- Approval of weekend market road closure
- Confirm permit expedition route

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Pride In Place Approval Process & TimeLine

Completed
Not Completed
Recurring Process

September 8th
Initial Proposals submitted

September 24th -29th
Review Workshops

October 27th
Proposals shortlisted

Dec 25 / Mid Jan 26
Community support procured & instructed

—8wk→

Mid March 26
Initial Business Case submitted

—2wk→

Early April 26
Review Panel to review and provide feedback / guidance

—2wk→

Mid April 26
Final Business Case submitted to Torquay Place Leadership Board

2wk

Proposal / business case refined for consideration at next opportunity.

Approved?
(Late April)

2wk

Bi-annual benefits report produced

Project Delivered

Torquay Place Leadership Board monitor quarterly and provide oversight

Quarterly highlight reports provided to Torquay Place Leadership Board

May 26
Project start

Late April 26
Grant funding agreements in place

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Draft Pride in Place Proposal Scoring Form – Torquay Place Leadership Board

Scoring Scale:

1 – Poor: Does not meet criterion

2 – Fair: Limited evidence

3 – Good: Meets most requirements

4 – Very Good: Strong evidence

5 – Excellent: Fully meets and exceeds expectations

Criterion	Description	Weight	Score (1–5)
Community Impact	How well does the proposal deliver against community need?	30%	
Alignment with Pride in Place Priorities of thriving places, stronger communities and taking back control	How well does it align with Pride in Place Themes, public priorities and the Torquay Place Board Vision?	20%	
Deliverability & Feasibility	Is the project realistic in terms of resources, timeline, and risk?	20%	
Inclusivity & Accessibility	How well does it ensure broad participation and benefit diverse groups? Is there evidence of engaging with seldom heard groups?	15%	
Sustainability & Legacy	Will the benefits last beyond the initial funding? Will it	15%	

	leverage other funding or complement other projects?		

Overall Score _____

Comments:

Community Impact:

5 - Would deliver significant benefits to multiple areas of the community in a variety of geographical areas
4 - Would deliver significant benefits to limited areas of the community in a variety of geographical areas
3 - Would deliver some benefit to limited areas of the community in limited geographical areas
2 - would deliver limited benefit to a small part of the community
1 - Would be of limited or no benefit to the wider community

Alignment with Pride in Place Priorities:

5 – Aligns fully with all Pride in Place priorities
4 – Aligns well with most Pride in Place priorities

3 – Aligns with some Pride in Place priorities

2 – Aligns with a limited number of Pride in Place priorities

1 – Does not align with Pride in Place Priorities

Deliverability & Feasibility:

5 – The independent board have confirmed this project is fully feasible and deliverable

4 – The independent board have confirmed this project stands a good chance of being feasible and deliverable

3 – The independent board have confirmed this project is feasible, but there are potential concerns on deliverability

2 – The independent board have expressed some concerns with feasibility and/or deliverability

1 – The independent board do not believe this project is feasible and/or deliverable

Inclusivity & Accessibility:

5 – This project benefits diverse community group, and ensures broad participation

4 – This project benefits some diversity of groups, and ensures some breadth of participation

3 – This project benefits a limited diversity of groups, and ensures a limited breadth of participation

2 – This project benefits a limited diversity of groups, but has the potential for wider participation

1 – This project benefits only specific groups with no potential for wider participation

TORQUAY

Sustainability & Legacy:

5 – This project is fully sustainable, and its benefits will last long after the initial funding with no further input

4 – This project is sustainable, and its benefits will last for some time after the initial funding with no further input

3 – This project is sustainable, and its benefits will last a limited time after the initial funding

2 – This project may require additional funding or other work to ensure its lasting benefit

1 – This project is not sustainable. Its benefits will not last beyond the initial funding.

Community Grant Scoring Rubric (Weighted)

(approximate average across all councils sampled)

Criteria	Description	Weight (%)
Community Benefit	Clear, measurable impact on local residents; addresses identified needs	25%
Inclusion & Equity	Supports disadvantaged groups, promotes diversity, tackles inequality	20%
Sustainability & Viability	Long-term impact, financial resilience, realistic budget, match funding	15%
Local Engagement	Evidence of community involvement, councillor support, participatory design	15%
Strategic Fit	Alignment with council priorities, area board goals, or corporate plans	10%
Monitoring & Evaluation	Clear outcomes, KPIs, and plans for measuring success	10%
Safeguarding & Risk	Addresses safeguarding, governance, and risk management	5%

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Community Grant Award Criteria by Council

Council	Key Grant Criteria
Cornwall Council	Community benefit, inclusion, health and wellbeing, environmental sustainability, councillor endorsement
Durham County Council	Local need, alignment with Area Action Partnership priorities, community engagement, value for money
Wiltshire Council	Fit with Area Board priorities, social mobility, early intervention, sustainability, match funding encouraged
North Somerset Council	Health and wellbeing impact, early intervention, local disadvantage, sustainability, reserves threshold
South Gloucestershire Council	Asset-based community development, inclusion, climate resilience, local collaboration
Plymouth City Council	Community benefit, local development impact, participatory support, match funding, councillor engagement
Cheshire East Council	Health inequalities, digital inclusion, cost-of-living response, community resilience, partnership working
Bath & North East Somerset	Social prescribing alignment, community-led design, mental health and isolation reduction
Torbay Council	Strategic fit with Community & Corporate Plan, capital/revenue split, deprivation targeting, outcomes focus
BCP Council	Cost-of-living support, community infrastructure, health equity, safeguarding, local delivery
Stoke-on-Trent City Council	Cultural enrichment, heritage restoration, match funding (20%), local development strategy alignment
Derby City Council	Value for money, alignment with Derby Compact, impact across wards, safeguarding, financial viability
Leicester City Council	Community benefit, ward-level impact, match funding, sustainability, first-time applicant prioritisation
Nottingham City Council	Community cohesion, cultural celebration, accessibility, deprivation targeting, volunteering opportunities
Sheffield City Council	Tenant-led priorities, ward-level deprivation index, community engagement, sustainability, local area fit

Leeds City Council	Wellbeing outcomes, community committee priorities, deprivation targeting, climate action, inclusion
Hull City Council	Community safety, inclusion, health and wellbeing, partnership working, deprivation targeting
North East Lincolnshire Council	Cost-of-living resilience, food poverty solutions, inclusion, safeguarding, local delivery
Buckinghamshire Council	Community board priorities, local engagement, wellbeing, match funding, sustainability
Kent County Council	Councillor endorsement, community benefit, local events, equipment, sustainability, not-for-profit status
Oxfordshire County Council	Independence and wellbeing, community capacity, social prescribing, inclusion, deprivation targeting
Hampshire County Council	Strategic alignment, safeguarding, financial viability, community impact, councillor support
Isle of Wight Council	Poverty alleviation, health and wellbeing, community-led design, inclusion, long-term resilience
Surrey County Council	Community benefit, participatory budgeting, wellbeing, Five Ways to Wellbeing, transparency, inclusion
East Sussex County Council	Tackling poverty, health improvement, climate action, community engagement, deprivation targeting
West Sussex County Council	Wellbeing, community support, councillor endorsement, crowdfunding engagement, Five Ways to Wellbeing

Community Grant Criteria Weighting by Council

Council	Community Benefit	Inclusion & Equity	Sustainability & Viability	Local Engagement	Strategic Fit	Monitoring & Evaluation	Safeguarding & Risk
Cornwall Council	30%	20%	15%	15%	10%	5%	5%
Durham County Council	25%	20%	15%	20%	10%	5%	5%
Wiltshire Council	25%	15%	20%	15%	15%	5%	5%
North Somerset Council	20%	25%	20%	10%	10%	10%	5%
South Gloucestershire Council	20%	25%	15%	15%	15%	5%	5%
Plymouth City Council	25%	20%	15%	20%	10%	5%	5%
Cheshire East Council	20%	25%	15%	15%	15%	5%	5%
Bath & North East Somerset	25%	25%	15%	15%	10%	5%	5%
Torbay Council	20%	20%	20%	15%	15%	5%	5%
BCP Council	20%	25%	15%	10%	15%	10%	5%
Stoke-on-Trent City Council	25%	15%	20%	15%	15%	5%	5%
Derby City Council	25%	20%	15%	15%	15%	5%	5%
Leicester City Council	25%	25%	15%	10%	15%	5%	5%
Nottingham City Council	25%	25%	15%	15%	10%	5%	5%
Sheffield City Council	25%	25%	15%	15%	10%	5%	5%

Leeds City Council	25%	25%	15%	15%	10%	5%	5%
Hull City Council	25%	20%	15%	15%	15%	5%	5%
North East Lincolnshire Council	20%	25%	15%	15%	15%	5%	5%
Buckinghamshire Council	25%	20%	15%	20%	10%	5%	5%
Kent County Council	30%	15%	15%	20%	10%	5%	5%
Oxfordshire County Council	25%	25%	15%	15%	10%	5%	5%
Hampshire County Council	25%	20%	15%	15%	15%	5%	5%
Isle of Wight Council	25%	25%	15%	15%	10%	5%	5%
Surrey County Council	25%	25%	15%	15%	10%	5%	5%
East Sussex County Council	25%	25%	15%	15%	10%	5%	5%
West Sussex County Council	25%	25%	15%	15%	10%	5%	5%

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