



# Hastings District Council

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**OPEN**

## **A G E N D A**

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### **COVID-19 RAPID RESPONSE GRANTS SUBCOMMITTEE MEETING**

Meeting Date: **Tuesday, 5 May 2020**

Time: **10.00am**

Venue: **Virtual Meeting via Remote  
Access during the Period of  
the Covid-19 Pandemic Alert  
Level 3 & 4 Lockdown**

<b>Committee Members</b>	Councillor Malcolm Dixon (Chair) Councillors Barber, Lawson and Travers and Ms T Eden (Heretaunga Takoto Noa Māori Standing Committee representative)  <i>Quorum=3</i>
<b>Officer Responsible</b>	Group Manager: Community Wellbeing and Services (Mrs A Banks)
<b>Democracy &amp; Governance Advisor</b>	Mrs C Hilton (Extn 5633)

# COVID-19 Rapid Response Grants Subcommittee – Terms of Reference

A Subcommittee of Council.

## **Fields of Activity**

To consider and determine applications for grants under the HDC COVID – 19 Rapid Response Grant Process Plan

## **Membership**

- 4 Councillors
- 1 Heretaunga Takota Noa: Maori Standing Committee Member appointed by Council
- Chair appointed by Council

## **Quorum – 3 members**

## **Delegated Powers**

- 1) To consider applications and allocate grants to support Social Services, Community Groups and organisations that are working on the ground responding to the COVID – 19 pandemic in the Hastings District.
  - 2) To prioritise and consider the allocation of the funds available in accordance with the criteria for assessment set out in the plan agreed by Council on 23 April 2020.
- To provide regular updates to Council until the quantum of the fund is allocated.

**HASTINGS DISTRICT COUNCIL**  
**COVID-19 RAPID RESPONSE GRANTS SUBCOMMITTEE**  
**MEETING**

**TUESDAY, 5 MAY 2020**

**VENUE:** Virtual Meeting via Remote  
Access during the Period of the  
Covid-19 Pandemic Alert Level  
3 & 4 Lockdown

**TIME:** 10.00am

**A G E N D A**

**1. Apologies**

At the close of the agenda no apologies had been received.

At the close of the agenda no requests for leave of absence had been received.

**2. Conflict of Interest**

Members need to be vigilant to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to scan the agenda and assess their own private interests and identify where they may have a pecuniary or other conflict of interest, or where there may be perceptions of conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the relevant item of business and withdraw from participating in the meeting. If a Member thinks they may have a conflict of interest, they can seek advice from the General Counsel or the Democratic Support Manager (preferably before the meeting).

It is noted that while Members can seek advice and discuss these matters, the final decision as to whether a conflict exists rests with the member.

**3. Confirmation of Minutes**

**4. Rapid Response Grants - Meeting One**

**5**

**5. Additional Business Items**

## **6. Extraordinary Business Items**

**REPORT TO:** COVID-19 RAPID RESPONSE GRANTS SUBCOMMITTEE

**MEETING DATE:** TUESDAY 5 MAY 2020

**FROM:** GROUP MANAGER: COMMUNITY WELLBEING & SERVICES  
ALISON BANKS

**SUBJECT:** RAPID RESPONSE GRANTS - MEETING ONE

**1.0 EXECUTIVE SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTANGA**

- 1.1 The purpose of this report is to obtain a decision from the Subcommittee on the allocation of grants from the Rapid Response Grant Scheme, for applications up to midnight Thursday 31<sup>st</sup> April.
- 1.2 This report concludes by recommending that the funds be allocated to those applicants assessed by the Rapid Response Grant Subcommittee as having the highest merit, being of wide appeal, being accessible and deliver to the needs of the community.
- 1.3 Hastings District Council has set up a one-off fund of \$100,000 to support Social Services, Community Groups and organisations that are working on the ground responding to the COVID-19 Pandemic by supporting Hastings Whānau Pounamu (vulnerable families) throughout Hastings.
- 1.4 The full applications will be provided to the committee on Friday 1<sup>st</sup> May for reading and assessment prior to the decision making meeting on Tuesday 5<sup>th</sup> May.
- 1.5 Each application has been assessed and scored by council officers prior to the assessment meeting to assist the subcommittee in making allocations.
- 1.6 As of Tuesday 28<sup>th</sup> April 11 applications have been received. The total amount of funding requested from the 11 applications is \$82,804.00, its likely more applications will be made before midnight Thursday 30<sup>th</sup> April.
- 1.7 The Terms of Reference for this Subcommittee are attached (**Attachment 1**).
- 1.8 This decision contributes to the purpose of local government by primarily promoting social wellbeing and more specifically through the Council's strategic objective of Council working with others to reduce levels of social disadvantage and income gaps in our community.
- 1.9 To ensure an accountable and transparent governance process the Rapid Response Grants Subcommittee have the relevant delegated powers to approve and prioritise grants from the \$100,000 fund in accordance with the criteria set out in Rapid Response Grants Process Plan.

**2.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA**

- A. That the Subcommittee receives the report titled Rapid Response Grants - Meeting One.**
- B. That the Subcommittee approves the allocation of funds to those applicants assessed by the Rapid Response Grant Subcommittee as having the highest merit.**

### **3.0 BACKGROUND – TE HOROPAKI**

- 3.1 The Chief Executive gave approval to \$100,000 being set aside for the Rapid Response Grant under powers granted on the 24<sup>th</sup> of March 2020, at an Extraordinary Council meeting. The CEO has the powers to authorise and enter into any contract or other arrangement, and to authorise any level of expenditure (budget or unbudgeted). The delegation was subject to a number of conditions which included documenting expenditure and reporting to the next ordinary meeting of Council or at the first available opportunity.
- 3.2 On 26 March 2020 the country entered a level 4 alert to combat the COVID-19 pandemic outbreak. To ensure there was a lens over the wellbeing of the Hastings community the Hastings Welfare Response Plan (HWRP) was developed and approved by Councils HDC Incident Management Team (IMT) Controller and Hawke's Bay Civil Defence Emergency Management Group (CDEM) on the 1<sup>st</sup> April 2020.
- 3.3 At the Council meeting on Thursday 23<sup>rd</sup> April 2020 the Council approved the setting up of a COVID-19 Rapid Response Grants Subcommittee with delegated powers to approve and prioritise grants from the \$100,000 budget.
- 3.4 That a weekly Subcommittee meeting be included in the schedule of meetings commencing from Tuesday 5 May 2020 at 10.00am until the quantum of the budget is allocated.

### **4.0 DISCUSSION - TE MATAPAKITANGA**

- 4.1 The objective of the Rapid Response Grant is to support organisations to continue to operate while on the ground responding to COVID-19.
- 4.2 Local communities will need strong community organisations during the recovery phase. The grant will eliminate the risk that organisations will utilise their own cash reserves in the response phase of the pandemic and then not be available to support the recovery phase.
- 4.3 In order to receive funding eligible organisations will be prioritised as detailed below and will include:
- Those organisations that are well known to Council and already receive funding through Council's community grants scheme.
  - Those organisations known to Council and previously supported by Council.
  - Organisations not previously supported by Council, however acknowledged for the work they are doing to support the community:
- 4.4 Organisations requesting a Rapid Response grant will be required to complete a short online application (which the Subcommittee members will receive on Friday 1<sup>st</sup> May).
- 4.5 Applications have been assessed and scored out of 20 by Council Officers using the following matrix.

Area	Score
<p>Area 1: The idea</p> <p><b>What is it the applicant wants to do?</b></p> <p>Give a mark based on your assessment of how strong and well-developed the idea behind the proposed project is.</p>	<p><b>4</b> The idea is extremely strong and well-developed</p> <p><b>3</b> The idea is generally strong and has merit</p> <p><b>2</b> The idea is under-developed</p> <p><b>1</b> The idea is not developed</p>
<p>Area 2: The process</p> <p><b>How will the applicant carry out the project, and where and when?</b></p> <p>Give a mark based on your assessment of the process, planning and timeline put forward for the project in the application.</p>	<p><b>4</b> The process, planning and timeline are extremely well-conceived and convincing</p> <p><b>3</b> The process, planning and timeline are mostly well-conceived and credible</p> <p><b>2</b> Some aspects of the process, planning or timeline are well-conceived</p> <p><b>1</b> The process, planning and timeline are poorly conceived and not convincing, and/or key elements of the process, planning and timeline and incomplete</p>
<p>Area 3: The people/organisation</p> <p><b>Who is involved?</b></p> <p>Give a mark based on your assessment of the relevant experience of the individual or group and their ability to deliver the project.</p>	<p><b>4</b> The ability and experience of the individual or group involved in the delivery of the project is exceptional</p> <p><b>3</b> The ability and experience of the individual or group involved in the delivery of the project is strong</p> <p><b>2</b> The ability and experience of the individual or group involved in the delivery of the project is below average or unproven</p> <p><b>1</b> The ability and experience of the individual or group involved in the delivery of the project is unknown or not credible</p>
<p>Area 4: The benefits to the community</p> <p><b>How will the project deliver to the community</b></p> <p>Give a mark based on how well the proposed project will deliver to the needs of the community.</p>	<p><b>4</b> The project has potential to deliver exceptional results</p> <p><b>3</b> The project has the potential to deliver strong results</p> <p><b>2</b> The project has the potential to deliver limited results</p> <p><b>1</b> The project has the potential to deliver minimal or no results</p>
<p>Area 5: The budget</p> <p><b>How much will the project cost?</b></p> <p>Give a mark based on your assessment of how strong the proposed project's financial information is and how reliable its budget is.</p>	<p><b>4</b> The financial information, including the budget, is realistic, complete and accurate</p> <p><b>3</b> The financial information, including the budget, is mostly complete, realistic and accurate</p> <p><b>2</b> The financial information, including the budget, is incomplete and only partly realistic and accurate</p> <p><b>1</b> The financial information, including the budget, is unrealistic and/or incomplete and/or inaccurate</p>

## 5.0 OPTIONS - NGĀ KŌWHIRINGA

### Option One - Recommended Option - *Te Kōwhiringa Tuatahi – Te Kōwhiringa Tūtohunga*

- 5.1 **Option One** is for the Rapid Response Grant Subcommittee to review all the current applications in this funding round, consider the officer comments against the criteria and allocate funding to those groups who have the highest merit and reconvene next week to allocate the remaining budget from the \$100,000.00 allocation.



**Option Two - Te Kōwhiringa Tuarua –**

5.2 **Option Two** is for the Rapid Response Grant Subcommittee to review all the applications funding round, consider the officer comments against the criteria and allocate the whole of the grant funding within the budget allocation of \$100,000.00.

**6.0 NEXT STEPS - TE ANGA WHAKAMUA**

6.1 Once the Rapid Response Grant Subcommittee has made its recommendations funding agreement will be drawn up with groups and funding paid once an invoice has been received.

**Attachments:**

- 1 [↓](#) Terms of Reference for first Covid-19 Rapid Response Grants Subcommittee meeting on 5 May 2020 CG-16-36-00005

<b>SUMMARY OF CONSIDERATIONS - HE WHAKARĀPOPOTO WHAIWHAKAARO</b>
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<b>Fit with purpose of Local Government - E noho hāngai pū ai ki te Rangatōpū-ā-rohe</b>
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The Council is required to give effect to the purpose of local government as set out in section 10 of the Local Government Act 2002. That purpose is to enable democratic local decision-making and action by (and on behalf of) communities, and to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.
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<b>Link to the Council's Community Outcomes - E noho hāngai pū ai ki te rautaki matua</b>
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This decision contributes to the purpose of local government by primarily promoting social wellbeing and more specifically through the Council's strategic objective of Council working with others to reduce levels of social disadvantage and income gaps in our community.
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<b>Māori Impact Statement - Te Tauākī Kaupapa Māori</b>
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It has been agreed that the membership of the subcommittee comprise of the following membership: Councillors Dixon (Chair), Barber, Lawson, Travers and Ms T Eden (Heretaunga Takoto Noa Maori Standing Committee representative)
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**Sustainability - *Te Toitūtanga***

N/A:

**Financial considerations - *Ngā Whaiwhakaaro Ahumoni***

Under the powers granted to the CEO on the 24th of March 2020 the Chief Executive gave approval to \$100,000 being set aside for the Rapid Response Grant.

**Significance and Engagement - *Te Hiranga me te Tūhonotanga***

This report has been assessed under the Council's Significance and Engagement Policy as being of low significance.

**Consultation – internal and/or external - *Whakawhiti Whakaaro-ā-roto, ā-waho***

There has been no external consultation.

The Grant round has been open and transparent inviting all community organisations to apply.

**Risks: Legal/ Health and Safety - *Ngā Tūraru: Ngā Ture / Hauora me te Haumarū***

The recommendation being proposed is the best option to ensure an accountable and transparent governance process. Using the established and approved HDC Community Grants processes ensures security of applicants data, supports a fair review process and established monitoring and reporting process.

**Rural Community Board - *Ngā Poari-ā-hapori***

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Quorum – 3 Members

Delegation

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To prioritise and consider the allocation of the funds available in accordance with the criteria for assessment set out in the plan agreed by Council on 23 April 2020.

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