



PRCC.22 16/17

Prosperous Communities

13th September 2016

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Subject: Community Defibrillator Scheme

Report by:

Chief Operating Officer

Contact Officer:

Enterprising Communities Team Manager
01427 675145

Purpose / Summary:

To approve the creation of a new scheme to provide community accessible defibrillators using existing funds from the Community Grants Programme.

RECOMMENDATION(S):

1. That Members approve the launch of this scheme.
2. That Members approve the use of funds from the Community Grants Scheme Earmarked Reserve.
3. That Members delegate to Enterprising Communities Team Manager to arrange the specific details of delivery for this project in partnership with LIVES.

IMPLICATIONS

Legal: No legal implications

Financial : FIN/69/17

Funds will be allocated from the existing Community Grants Scheme Earmarked Reserve. No additional budget pressure will occur.

The balance of the Community Grants Scheme Earmarked Reserve, after current year commitments, is £187,394. This is to deliver the Small, Large and Match Funding Grant schemes during 2017/2018.

The scheme cost of equipment and installation for 30 sites is £40,800. WLDC will meet 80% of this cost, with 20% to be funded by each location. WLDC will incur the full £40,800 up front expenditure and recover the 20% from each location prior to installation. The net impact on the Community Grants Scheme Earmarked Reserve will be £32,640 (see section 8 for financial breakdown).

The Community Defibrillator Scheme will use funds from the Community Grants Scheme Earmarked Reserve of £32,640 which will leave £154,754 available to deliver the Small, Large and Match Funding Grant schemes during 2017/2018.

Staffing : No staffing implications

Equality and Diversity including Human Rights :

Appropriate delivery mechanisms will be used to ensure fair and equal access to this scheme.

Risk Assessment :

No risk assessment has been conducted for this report.

Climate Related Risks and Opportunities :

Not applicable

Title and Location of any Background Papers used in the preparation of this report:

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. Background

1.1 As a Local Authority we have recognised the role we can play in attracting funding into West Lindsey. We currently deliver a range of community grant schemes that make up our Community Grants Programme. This includes the following schemes:

- Councillor Initiative Fund
- Small Community Grant (grants up to £500 – up to 80% of costs)
- Large Community Grant (grants up to £8,000 – up to 80% of costs)
- Match Funding Grant (grants up to £8,000 – up to 30% of costs)

1.2 The above schemes have been actively supporting a wide range of community projects across West Lindsey. Funded projects have enabled volunteering action, positive community outcomes and secured match funding.

1.3 The above schemes were created to offer flexibility and an easy hands on approach to working with and supporting community projects. We continually review the delivery of the schemes to ensure they are meeting local needs and are operating effectively and efficiently.

1.4 Where an opportunity arises for allocating funds to achieve a greater community outcome or secure significant match funding, officers will present a clear plan for delivery to the relevant Board or Committee for approval.

1.5 Our community grant schemes have directly supported the purchase and installation of defibrillators. They have been installed in public access locations for the whole community to access in an emergency.

1.6 As more communities decide to install these life saving devices we expect more requests to our grant schemes to support their purchase. Currently we are treating each application to purchase and install these devices on an individual basis.

1.7 This creates risk that the delivery of these projects are not being managed to the same standards in each community and best value for money may not be achieved purchasing equipment individually.

2. Community Defibrillator Scheme

- 2.1 To help address the growing need and demand for community defibrillators and greatly improve the health and life chances for local residents, it is proposed to deliver the Community Defibrillator Scheme.
- 2.2 The Council working in partnership with Lincolnshire Integrated Voluntary Emergency Service (LIVES) will deliver a scheme to work with local communities and provide community accessible defibrillators. The devices would be installed in public accessible locations such as the outside wall of a village hall, local pub, shop or other community buildings. Located in a central place they would be easily accessible in the event of a medical emergency.
- 2.3 The Council will allocate a set amount of funding from the existing community grant budgets to help fund the purchase and installation of the devices. The total cost for each device location would be covered up to a maximum of 80% from Council funds. The local community would be required to provide the remaining 20% either from local funds or other external grant funding. This match funding ratio is in line with our existing ratio for the Small and Large Community Grant schemes.
- 2.4 The scheme will be established with sufficient funds to purchase and install 30 defibrillators. Progress will be reviewed during the scheme and options for continuation of the scheme will be brought back to committee depending on need and demand.
- 2.5 The scheme will be open to Town & Parish Councils, village halls, community buildings and other organisations representing wider community benefit. All defibrillators will be installed in the best possible locations in line with professional and medical guidance from LIVES and East Midlands Ambulance Service.

3. Eligibility Criteria

- 3.1 This will be a structured scheme and a set of eligibility criteria will be used to oversee its management and delivery. This will ensure transparency and fairness to organisations whilst providing best value for money.
- 3.2 The following key criteria will be used for this scheme:
 - Defibrillators will only be installed in West Lindsey
 - A maximum of 2 defibrillators can be applied for in each community
 - Applications will be treated on a first come first serve basis
 - Preference will be given to communities with no defibrillators
 - Where there are 2 competing applications in a community, the most suitable location will be chosen

- Applications can't use other West Lindsey District Council funding as match funding
- The applicant will be responsible for all on-going maintenance

3.3 Whilst this scheme is running, the Council's other community grant schemes will not fund the purchase and/or installation of defibrillators.

3.4 The Project Officer may make minor changes to the eligibility criteria to ensure the effective delivery of the scheme. Any significant changes will be brought to Committee for approval.

4. Application Process

4.1 The scheme will use a simple and easy to follow application process. An application form will be made available electronically and in printed format. The form will gather key information about the applying organisation, local community, equipment requirements, proposed defibrillator location and match funding.

4.2 The scheme will be open to new applications at any time. Once received it will be processed and a decision made within 14 working days. This may sometimes take longer if a site visit or further information is required.

4.3 Decisions on each application will be made by the Lead Officer for the scheme in line with the eligibility criteria. They will also use professional and medical advice from officers at LIVES and East Midlands Ambulance Service.

4.4 The Lead Officer may make minor changes to the application process to ensure the effective delivery of the scheme. Any significant changes will be brought to Committee for approval.

5. Promotion and Publicity

5.1 The scheme will be launched with extensive promotion via newsletters, social media, internet coverage and local media. Targeted information will be sent to Town and Parish Councils.

5.2 On-going publicity of the scheme will take place to raise awareness of the new defibrillators. Local communities will be required to acknowledge the support from West Lindsey District Council in any local publicity.

5.3 A form of branding will be used on each defibrillator to show the support provided by West Lindsey District Council and LIVES.

5.4 A process of Member engagement will be established for this scheme. This will ensure local Members are aware of requests and new defibrillator installations in their ward areas.

6. Monitoring and Evaluation

- 6.1 All communities that receive a defibrillator will be required to complete monitoring. This will include keeping a record of the number of uses and maintenance logs. The organisation that applies will be expected to complete this but the responsibility can be moved to another local organisation if needed.
- 6.2 An evaluation exercise will be conducted after 12 months of delivering the scheme. The evaluation will survey communities to assess the value and impact of providing the defibrillators.
- 6.3 Where possible case studies will be prepared to show value and positive outcomes.

7. The Defibrillator

- 7.1 Quotations have been obtained for 3 different makes of defibrillator. The chosen device represents the best value and quality based on professional advice from LIVES. It has been commonly used by LIVES and other organisations seeking to provide public access defibrillators.
- 7.2 The chosen device is the LIFEPAK CR Plus Defibrillator. This device is already used at locations across Lincolnshire and is a popular system representing good quality and value for money.
- 7.3 Each chosen location will receive the following items:
 - 1. Defibrillator (including pads and 1 set of spares)
 - 2. Secure and lockable external storage unit
 - 3. Installation (including connection to power supply)
 - 4. Awareness/training session for up to 12 members of the community
- 7.4 Installation will be conducted by a qualified installer and electrician used and recommended by LIVES.
- 7.5 Each installation will also include an awareness/training session for up to 12 members of the local community. This will be delivered by qualified LIVES trainers and teach people how to use the device. These sessions also help to re-assure people about the defibrillator and not be afraid to use them in an emergency.
- 7.6 Additional awareness and training sessions can be organised in each community for an additional cost payable to LIVES. This can be requested at the time of applying for a defibrillator.

8. Financial Breakdown.

- 8.1 The balance of the Community Grants Scheme Earmarked Reserve, after current year commitments, is £187,394. This is to deliver the Small, Large and Match Funding Grant schemes during 2017/2018.

- 8.2 The Community Defibrillator Scheme will use funds from the Community Grants Scheme Earmarked Reserve. This will leave £154,754 still available to deliver the Small, Large and Match Funding Grant schemes during 2017/2018.
- 8.3 The Councillor Initiative Fund is budgeted separately from the above and is not impacted with the launch of this new scheme.
- 8.4 The following is the financial breakdown for this scheme:

Item	Cost
Defibrillator (including all parts)	£850
Secure storage unit	£360
Installation	£150*
Total per location	£1,360
Scheme TOTAL (x30)	£40,800

* The installation cost is based on an estimate set price per location. Some locations may cost more or less depending on installation requirements. A set price will be agreed to ensure best value for money and management of the scheme.

- 8.5 The following is the funding breakdown for this scheme:

Description	Amount
Funds from WLDC (80%)	£1,088
Funds from each location (20%)	£272
Total Funds per location	£1,360
Funds from WLDC (80%) x 30	£32,640
Funds from each location (20%) x 30	£8,160
Funding TOTAL (x30)	£40,800

The scheme cost of equipment and installation for 30 sites is £40,800. WLDC will meet 80% of this cost, with 20% to be funded by each location. WLDC will incur the full £40,800 up front expenditure and recover the 20% from each location prior to installation, over a period of approx.12 months.

The net impact on the Community Grants Scheme Earmarked Reserve will be £32,640.

- 8.6 The total cost of the scheme will be paid by WLDC in the form of a grant payment to LIVES who will manage the delivery and installation of the defibrillators. There will be no management fee as part of this project and it will be delivered in partnership between LIVES and WLDC.

8.7 A grant funding agreement will be created to document the criteria and arrangements between WLDC and LIVES.

8.8 The 20% funding from each location will be payable prior to installation.

9. Corporate Priorities

9.1 This scheme will help support the following Corporate Priorities:

- **People First – ease and convenience of access to a range of public services offered by the council and partner organisations**
 - By providing defibrillators in community locations we will make it easier and quicker to access lifesaving equipment. Decreasing the time it takes to administer CPR greatly increases life chances.

- **Partnership/Devolution – work in partnership to explore opportunities to deliver improvements in housing, infrastructure, agri-food, manufacturing and engineering, visitor economy, skills, water management, health and public protection**
 - The defibrillators will directly link to improving health outcomes and provide additional access to medical services in an emergency.

10. Recommendation

10.1 That Members approve the launch of this scheme.

10.2 That Members approve the use of funds from the Community Grants Scheme Earmarked Reserve.

10.3 That Members delegate to Lead Officer Enterprising Communities to arrange the specific details of delivery for this project in partnership with LIVES.