

THE CITY BRIDGE TRUST COMMITTEE

Monday, 20 March 2017

Minutes of the meeting of The City Bridge Trust Committee held at the Guildhall EC2 at 9.15 am

Present

Members:

Alderman Alison Gowman (Chairman)	Alderman Vincent Keaveny
Ian Seaton (Deputy Chairman)	Vivienne Littlechild
Karina Dostalova	Wendy Mead
Stuart Fraser	Dhruv Patel
Marianne Fredericks	

Officers:

Amanda Thompson	-	Town Clerk's Department
Karen Atkinson	-	Chamberlain's Department
Anne Pietsch	-	Comptroller and City Solicitor's Department
David Farnsworth	-	Chief Grants Officer
Sufina Ahmad	-	The City Bridge Trust
Sandra Davidson	-	The City Bridge Trust
Olivia Dix	-	The City Bridge Trust
Sandra Jones	-	The City Bridge Trust
Jack Joslin	-	The City Bridge Trust
Kate Moralee	-	The City Bridge Trust
Ciaran Rafferty	-	The City Bridge Trust
Shegufta Rahman	-	The City Bridge Trust
Tim Wilson	-	The City Bridge Trust
Becky Green	-	The City Bridge Trust
Geraldine Page	-	The City Bridge Trust
Martin Hall	-	The City Bridge Trust
Kristina Drake	-	Communications Team

In Attendance

- The Prince's Trust

1. APOLOGIES

Apologies were received from the Right Hon. the Lord Mayor Dr Andrew Parmley, Jeremy Mayhew, Deputy Edward Lord and Deputy the Revd. Stephen Haines.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were no declarations.

3. **MINUTES**

RESOLVED – That the public minutes and non-public summary of the meeting held on 6 Feb 2017 be agreed as an accurate record.

4. **OUTSTANDING ACTIONS**

RESOLVED – That the Outstanding Actions update be noted and updated as appropriate.

5. **PROGRESS REPORT**

The Committee received the regular progress report of the Chief Grants Officer (CGO) and discussed the updates provided, together with a request to agree that the CBT enter the Lord Mayors Show 2017.

The CGO gave updates on the following:

The Work Continues

During the five year Strategic Review, the Trust's everyday work continued with visits to see some of the 500+ charities being supported across Greater London.

Support for the LGBT sector

Further to the initiative delivered by the Trust in 2016 to determine the funding landscape and potential support needs of London's LGBT sector, and after a well-attended seminar in August 2016, jointly hosted with Trust for London, organisations were asked to identify any needs, especially those which might be more strategic. As a result three outline proposals had been received which were strategic in nature and which had the potential to make a significant, positive, difference to the LGBT community in London. Officers would now assess these requests fully with the intention of bringing them to the May Committee for decision.

Stepping Stones

The Trust planned to launch the fourth round of Stepping Stones, its partnership programme with UBS, on March 20th 2017.

Since the Fund was launched £2.2m had been shared between 49 organisations across 20 London boroughs. Most of the grants awarded so far funded work which was still underway although 10 organisations had completed their projects, accounting for a grant funding total of £368,000. Of these three had raised social investment to a total value of £16.05m, four reported they had a much clearer idea of the work they needed to deliver before they approached the market, and three had concluded that social investment was not for them. The latter outcome was not a sign of failure since the Stepping Stones Fund was designed to offer charities a safe space in which to examine repayable finance before they took on any sort of balance sheet liability.

The Cranfield Trust's Capacity Building Programme, STRIVE.

The Cranfield Trust launched its services for CBT grantees at a Livery Hall event on 9th March during which the Deputy Chairman said a few words of welcome. Infrastructure organisations from across London had been invited to the event along with Chief Executives of around 100 front line charities. There would also be a subsequent event towards the end of the programme to celebrate the achievements of participant organisations and future updates would be provided.

CBT's Internal Financial Audit

During January 2017, the City of London Corporation Internal Audit team had conducted an audit review of CBT to assess the application and robustness of the checks undertaken, including financial stability, on grant funded applications prior to grant awards. They had also looked to determine whether monitoring arrangements were providing an adequate control of grant funded organisations progress against agreed milestones and assess the adequacy of the processes for reporting to Committee any unusual activity.

Following detailed testing and discussions with the CBT team, the internal audit had reported a green rating confirming that there were robust controls in place across the piece.

The CBT Financial Assessment Process

In addition to the Internal Audit review and to demonstrate a commitment to maintaining the robust controls evidenced in that, a review of the financial appraisal process had also been undertaken by the Head of Charity and Social Investment Finance. The key focus was to ensure that processes in place were proportionate to the risks presented and value of the grant being requested and to ensure due diligence processes were undertaken.

The review had established that over recent years the practical application of processes had grown in complexity, becoming less efficient and adding to the time taken to turnaround an application. The Grants Officer was the individual closely involved with the applicant, gathering and assessing a wide variety of information, and so the decision had been taken, in consultation with the Deputy Chamberlain, to hand back the responsibility for undertaking the initial financial assessment to Grants Officers.

CBT Communications and Press coverage

Details of all communications activity against each of the key audiences was noted. Officers were asked to bring future coverage in a more concisely-presented format and as a stand-alone report.

Following the recommendations of the external review, Cheryl Chapman, Director of City Philanthropy, had now ceased as an employee of the Association of Charitable Foundations (ACF). Cheryl will be working in-house

on a 12 month consultancy contract to further embed and extend the learning from the project.

Human Resources Update

Since the last Committee the CBT had said goodbye to Simrat Kaur-Gupta one of the Trust's administrative officers. Simrat was an excellent team member and had made a valuable contribution to the team. Marek Habrda, who was currently on a short-term temporary contract, had agreed to extend his time to cover this work whilst the new strategy was finalised and resource needs were considered.

Kate Moralee, a newly recruited Grants Officer, was introduced.

Strategic Review Update

Following the Committee's consideration of the first draft of the Trust's 2018-2023 funding strategy, it had now been published on the Trust's website inviting comment and critique. The CGOC and Head of Strategic Review had been discussing the draft strategy with senior colleagues within the City of London Corporation (CoLC) and wider CoLC staff teams were being engaged through an internal communications campaign. Members had also been consulted through a Members' Breakfast held on 7 March 2017.

Externally, 9 Focus Groups had been scheduled during March 2017 to discuss the next strategy. Links had also been made with Citizens UK and others to consider how to test the strategy, and the language in particular, with Londoners directly.

Lord Mayor's Show 2017

It was proposed that the Trust took part in the Lord Mayor's Show 2017. With the work currently being undertaken on the 5 year Strategic Review, this would present an excellent opportunity to showcase the work of some of the groups funded.

If agreed a full report, including detailed costings will be brought to the Committee in May 2017.

RESOLVED:

- a) That the report be noted, and
- b) That the CBT enter the Lord Mayors Show 2017

6. EMPLOYMENT & DISABILITY FUND

The Committee received a report seeking to allocate up to £3.3m in 2017/18 towards a detailed grants programme to get young disabled Londoners into work and to help maintain their employment.

The programme, the suggested name for which was 'Bridge to Work', aimed to narrow the disability employment gap by funding projects which provided employability support for young disabled people in London and strengthen links between employers and the disabled community.

The Committee discussed the proposed allocation of £1.3m from this year's budget, consistent with the purposes for which those funds were originally allocated by the Court of Common Council on 23 July 2015 (and carried forward to 2016/17); with the balance of funding for the programme of £2m intended to be funded from next year's budget uplift for those same purposes. As the grants under the programme would only be awarded in 2017/18, the funds from this year's budget could not be committed in the charity's accounts in this financial year and would need to be carried-forward to next year's budget.

It was noted that authority to take these carry-forward decisions, and those relating to budget allocation in each financial year, fell outside this Committee's terms of reference but that there was an urgency in achieving approval to both the carry-forward and the Committee's budget allocation for 2017/18 before the May Committee meeting to allow funding decisions under the new grants programme to be taken at that meeting. The Committee also heard advice from the Comptroller and City Solicitor regarding the City of London Corporation's duties as trustee of the charity to act in the best interests of the charity and its beneficiaries by adopting policies and procedures which support the efficient and effective governance and administration of the charity in the management of its assets and in applying the charity's funds in furtherance of its charitable purposes.

RESOLVED - To

- a) Agree the name of this programme as *Bridge to Work*;
- b) Agree the general allocation of funds to deliver the programme as outlined in Table 1, £1.3m to be funded from monies allocated to the Committee's budget in 2016/17 and £2.0m to be funded from the next financial year's budget allocation; and
- c) Instruct officers to bring recommendations on the specific funding to named organisations to the May 2017 Committee.

7. EMPLOYMENT AND MENTAL HEALTH

With reference the previous item on the Agenda, the Committee received a report seeking an allocation of up to £1.5m from the Committee's budget uplift agreed in 2016/17 for a detailed programme supporting people, predominantly young people, with mental health issues into employment and noted the discussion under the previous item relating to the City Corporation's governance procedures for annual budget allocation and the carry-forward of unspent funds from one financial year to the next.

Members were advised that the mental health element of the programme, which was part of the proposed Bridge to Work grant programme, would build on internal research undertaken in 2016 to identify the most effective

mechanisms for supporting young people with mental health problems into and in employment. The funding of the programme would require the carry-forward to the 2017/2018 budget of unspent monies allocated in the 2016/17 budget.

RESOLVED – To agree

- a) A grant of £65,000 to the Centre of Mental Health.
- b) An allocation of £1,435,000 for the “Employment & Disability – Bridge to Work Programme: Mental Health” to be funded in the next financial year.

8. **GRANTS AND STRATEGIC INITIATIVES RECOMMENDATIONS AND ASSESSMENTS**

8.1 **Greater London Authority**

APPROVED - a grant of £300,000 to support the three-year London Borough of Culture programme to engage disadvantaged and/or hard to reach communities/people. The grant will be paid to and managed by the Greater London Authority (GLA) as part of a wider fund being made available to support this initiative. The grant is conditional on none of the funds being used to cover costs incurred by any statutory body.

8.2 **London Funders**

Chief Grants Officer David Farnsworth left the room for the consideration of this item

APPROVED - a grant of £300,000 over three years (3 x £100,000) to London Funders to continue to develop place-based giving in London.

8.3 **Prisoners Abroad**

APPROVED - a grant of £350,000 to continue the partnership with Prisoners Abroad until the Implementation of your new programme in 2018.

8.4 **Ability Bow**

APPROVED – £98,900 over 3 years (£32,300, £32,800; £33,800) for a Positive Steps Development Instructor (14 h/p/w), sessional workers and the associated costs of the Positive Steps project.

8.5 **Arthritis Care**

AGREED - £129,000 over three years (£38,600; £43,000; £47,500) towards one FTE Young People & Families Coordinator, London-based programme costs including, workshops, family events, volunteer costs, and a contribution to overheads.

8.6 **Flying Gorillas**

APPROVED - £75,000 over three years (£27,500, £25,000, £22,500) towards the cost of sessional staff; workshop leaders, general manager and administrator, and associated project costs.

8.7 Havelock Family Centre

APPROVED - £100,000 for the access works at Aleka House which include a new lift, two disabled toilets, internal doors, accessible entrance, staircase hand rails and associated costs.

8.8 Merton Mencap

APPROVED - £61,800 over 3 years (£13,900; £23,900; £24,000) to contribute to the salary costs of the Project Manager, Team Leader, and Support Workers and associated running costs for the 'Giving Back Club' project

8.9 Action on Hearing Loss

APPROVED - £85,300 over three years (£25,800; £29,100; £30,400) towards staffing and operational costs of the Hear to Inform and Connect project for older people in London.

8.10 Bubble Theatre Company

APPROVED - £66,000 over three years (£20,000; £22,000; £24,000) towards 50% of the full time Project Coordinator's post; activity costs for Creative Homes and The Rotherhithe Shed and a contribution to overheads. Funding in the final year to be contingent on securing match-funding from The Big Lottery.

8.11 Enfield Carers Centre

APPROVED - £100,100 over three years (£27,000, £36,100, £37,000) towards the full-time Older Carers Advice and Support Officer and associated project costs.

8.12 InterAct Stroke Support

APPROVED - £69,500 over three years (£22,000; £23,000, £24,500) towards a live reading service for elderly stroke survivors while in hospital and upon discharge.

8.13 St Joseph's Hospice

APPROVED - £150,600 over three years (£47,000; £50,000; £53,600) towards salary costs of a care manager and administrator (both 0.5FTE) and activity costs of supporting people with dementia nearing the end of life and their carers in Newham.

8.14 Sudbury Neighbourhood Centre (Middlesex) Limited

APPROVED - £60,000 over three years (3x £20,000) towards the cost of a Senior Care Assistant (salaried at or above the level of London Uvng Wage) and associated activities for work with clients with dementia.

8.15 The Reader

APPROVED - £87,900 over three years (£35,900; £27,800; £24,200) towards the cost of establishing Shared Reading groups in Croydon targeting isolated older people 75 plus.

8.16 **Disablement Association of Barking & Dagenham (DABD)**
APPROVED - £122,000 over three years (£43,000, £39,000, £40,000) towards a halftime Advice Officer Community Solutions, a half time Advice Officer On-line Solutions and associated running costs.

8.17 **Lambeth Law Centre**
APPROVED - £133,500 over 3 years (£43,500; £44,500; £45,500) for a Welfare Benefit & Debt Project Case Worker post (31.5 h/plw), and the associated project costs of a new debt and welfare benefits advice outreach project.

8.18 **Lewisham Multilingual Advice**
APPROVED - £92,200 over three years (£31,500, £30,100, £30,600) as a contribution towards the Service Manager (8.5 hours per week), Advice Caseworker (11.5 hours per week), Project Administrator (11 hours per week), sessional workers each with different languages (6 hours per week), and associated running costs.

8.19 **Vision Care for Homeless People**
APPROVED - £37,100 over 3 years (£2,600, £17,000, £17,500) for the salary of a p/t (2 dpw) Volunteer Manager and associated costs.

8.20 **Alliance for Inclusive Education**
APPROVED - £166,300 over three years (£55,900; £55,700; £54,700) towards an Inclusion Champion post (2.5 days per week), the Policy Co-ordinator (0.5 days per week) and a proportion of the Director's time (5 hours per week) and the Communications Officer (1 day per month), as well as the costs of developing the e-hub, and training and capacity building costs.

8.21 **Eastside Primetimers Foundation**
APPROVED - £99,400 over two years (2 x £49,700) towards Eastside Primetimers Foundation's financial mentoring services for the third sector in Greater London conditional on EPF confirming it is a registered charity.

9. **TO CONSIDER REPORTS OF THE CHIEF GRANTS OFFICER AS FOLLOWS:-**

9.1 **Grants Recommended for Rejection**

The Committee considered a report of the CGO which recommended that 31 grant applications be rejected for the reasons identified in the schedule in the attached report.

RESOLVED – That 31 grant applications detailed in the schedule attached to the report be rejected.

9.2 **Grants Approved under Delegated Authority**

The Committee received a report of the Chief Grants Officer which advised Members of six expenditure items, totalling £115,425 which had been presented for approval under delegated authority to the Chief Grants Officer in consultation with the Chairman and Deputy Chairman.

RESOLVED – That the report be noted.

9.3 Withdrawn and Lapsed Applications

The Committee received a report of the Chief Grants Officer which provided details of seven applications which had been withdrawn or had lapsed.

RESOLVED – That the report be noted.

9.4 Variations to Grants

The Committee received a report of the Chief Grants Officer which advised Members of a variation to two grants agreed by the Chief Grants Officer since the last meeting.

RESOLVED – That the report be noted.

9.5 Learning Visit Samples

The Committee received a report of the Chief Grants Officer about two visits that had taken place.

RESOLVED – That the report be received.

10. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

A Member asked if the information regarding charities supported by the CBT could be grouped under more general headings instead of individually.

11. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS TO BE URGENT

There was no urgent business.

12. EXCLUSION OF THE PUBLIC

RESOLVED – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

13. NON-PUBLIC MINUTES

RESOLVED – That the non-public minutes of the meeting held on 6 February be agreed as an accurate record.

14. PIPELINE OF PRO-ACTIVE STRATEGIC GRANTS

The Committee received a report of the CGO outlining the pipeline for strategic grants and detailing the status of those Strategic Initiatives currently under consideration by officers or where the status had changed since the last meeting.

15. LEARNING VISIT REPORT (NORTH LONDON HOSPICE)

The Committee received a report concerning a learning visit to the North London Hospice.

16. **STRATEGIC INITIATIVE MONITORING REPORT**

The Committee received an update concerning an account of an organisation's first period of funding as a Strategic Initiative.

17. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There was no urgent business.

The meeting closed at 10.45 am

Chairman

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