



## Finance Grants Oversight and Performance Sub Committee

**Date:** TUESDAY, 22 SEPTEMBER 2020  
**Time:** 2.30 pm  
**Venue:** VIRTUAL MEETING (ACCESSIBLE REMOTELY)

**Members:** Nicholas Bensted-Smith (Chairman)  
Deputy Philip Woodhouse (Deputy Chairman)  
Deputy Roger Chadwick  
Deputy Jamie Ingham Clark  
Paul Martinelli  
Jeremy Mayhew  
Ian Seaton

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### Accessing the virtual public meeting

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<https://youtu.be/Y4JyLt0Qpeg>

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**Next Meeting:**  
**19 January 2021**  
**At the rising of the Finance Committee**

**John Barradell**  
**Town Clerk and Chief Executive**

# **AGENDA**

## **Part 1 – Public Agenda**

1. **APOLOGIES**
2. **DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA**
3. **MINUTES**  
To agree the public minutes and non-public summary of the previous meeting held on 21 January 2020.  
  
**For Decision**  
(Pages 1 – 4)
4. **OUTSTANDING ACTIONS**  
Members are asked to note the outstanding actions.  
  
**For Information**  
(Pages 5 – 6)
5. **WORK PROGRAMME**  
Members are asked to note the Sub-Committee's forward plan.  
  
**For Information**  
(Pages 7 - 8)
6. **CENTRAL GRANTS PROGRAMME (CGP) AND CENTRAL GRANTS UNIT (CGU) - UPDATE REPORT**  
Report of the Chief Grants Officer & Director of City Bridge Trust.  
  
**For Information**  
(Pages 9 - 26)
7. **PRESENTATION: MONITORING & EVALUATION - 2019/20 ANNUAL REPORT**  
Head of the Central Grants Unit to be heard.  
  
**For Information**
8. **CITY OF LONDON COMMUNITY INFRASTRUCTURE LEVY - LAUNCH OF NEIGHBOURHOOD FUND**  
Report of the Chief Grants Officer and Director of the City Bridge Trust.  
  
**For Information**  
(Pages 27 - 34)

9. **BENEFITS IN KIND REPORTING - INTERIM UPDATE**  
Report of the Chief Grants Officer & Director of City Bridge Trust.

**For Information**  
(Pages 35 - 44)

10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

12. **EXCLUSION OF THE PUBLIC**

MOTION – That under Section 100A(4) 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.

**For Decision**

## **Part 2 - Non-public Agenda**

13. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the previous meeting held on 21 January 2020.

**For Decision**  
(Pages 45 - 46)

14. **UPDATE REPORT ON THE CORPORATE CHARITIES REVIEW**

Report of the Chief Grants Officer & Director of City Bridge Trust.

**For Information**  
(Pages 47 - 50)

15. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

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

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## FINANCE GRANTS OVERSIGHT AND PERFORMANCE SUB COMMITTEE

**Tuesday, 21 January 2020**

Minutes of the meeting of the Finance Grants Oversight and Performance Sub Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Tuesday, 21 January 2020 at 11.30 am

### **Present**

#### **Members:**

Nicholas Bensted-Smith (Chairman)	Deputy Wendy Hyde
Deputy Philip Woodhouse (Deputy Chairman)	Deputy Jamie Ingham Clark
John Fletcher	Jeremy Mayhew

### **In Attendance**

#### **Officers:**

Chloe Rew	- Town Clerk's Department
David Farnsworth	- Chief Grants Officer & Director of City Bridge Trust, Town Clerk's Department
Amelia Ehren	- Town Clerk's Department
Jack Joslin	- Town Clerk's Department
Karen Atkinson	- Chamberlain's Department
Anne Pietsch	- Comptroller and City Solicitor's Department
Sarah Greenwood	- Community and Children's Services

#### **1. APOLOGIES**

Apologies were received from Ian Seaton.

#### **2. DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA**

John Fletcher declared an interest as a member of two groups which receive small grants under the small grants scheme: Portsoken Ward Club, Portsoken Activities Group.

#### **3. MINUTES**

RESOLVED, that – the minutes of the previous meeting held 12 November 2019 be agreed as a correct record.

**Matters arising:** Benefits in Kind policy for reporting data to be reviewed. An update report will be brought to the Sub-Committee at a future meeting.

#### **4. CENTRAL GRANTS PROGRAMME (CGP) AND CENTRAL GRANTS UNIT (CGU) - UPDATE AND NEXT STEPS**

Members considered a report of the Chief Grants Officer and Director of City Bridge Trust relative to the Central Grants Programme (CGP) and Central Grants Unit (CGU) updates and next steps, including proposed amendments to the Sub-Committee's Terms of Reference.

It was noted that the expanded Terms of Reference would reflect the oversight of the Benefits in Kind, and oversight of the general activities of the CGU which now extend beyond the CGP.

With respect to grants, Inspiring London Through Culture had received 16 applications following the recent deadline and applications were under review. A report is scheduled to be presented to the Community & Children's Services Committee for grants under £3000.

A report will be brought to the next Sub-Committee meeting indicating how the Community Infrastructure Levy Neighbourhood Fund will be allocated. The report will outline the processes and reporting framework to the Committee.

The proposed extended Terms of Reference will be brought to the next Finance Committee meeting on 18 February 2020 for agreement.

RESOLVED, that Members –

1. note the CGP and CGU progress update report; and,
2. recommend to the Finance Committee the proposed changes to the Sub-Committee's Terms of Reference.

## 5. CITY ADVICE SERVICE

Members received a report of the Director of Community & Children's Services relative to the City Advice Service. The service received a £100,000 City's Cash Grant, which was listed in the approved/proposed budgets for 2019/20 and 2020/21 financial years. Approval is to be sought from the Resource Allocation Sub-Committee for the continuation of the grant to the City Advice Service for a further three to five financial years to facilitate a new contract.

The following additional information regarding outputs and outcomes of the City Advice Service up to September was noted:

- 46 cases of individuals avoided repossession, including where a client or referrer indicated there was a threat of repossession;
- 104 cases of intervention of removing the threat of homelessness, including where a client or referrer indicated there was a risk of homelessness;
- 142 cases of care and support planning for vulnerable adults (meeting Care Act 2014 statutory requirements);
- 115 cases of debt reduction;
- Financial outcome of £859,694 for 231 cases, which includes all financial outcomes such as debt write off, benefits and entitlements. This was against a contract spend of £900,000;
- 410 cases of providing legal advice, excluding for matters of debt and welfare;
- 40 cases of successful tribunals and appeals;
- 42 cases of employment cases being resolved before court action;
- 4081 website page views and visits (from April-September 2019);
- some clients received more than one outcome in complex cases.

RESOLVED, that – the report be received and its contents noted.

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

There were no questions.

7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was no other business.

8. **EXCLUSION OF THE PUBLIC**

**RESOLVED**, that – under Section 100A(4) 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.

9. **NON-PUBLIC MINUTES**

**RESOLVED**, that – the non-public minutes of the previous meeting held 12 November 2019 be agreed as a correct record.

10. **UPDATE REPORT ON THE CORPORATE CHARITIES REVIEW**

Members received a report of the Chief Grants Officer & Director of City Bridge Trust relative to an update on the Corporate Charities Review.

**RESOLVED**, that – the report be received and its contents noted.

11. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

There were no questions.

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

There was one item of other business.

**The meeting ended at 12.05 pm**

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Chairman

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# FINANCE GRANTS OVERSIGHT AND PERFORMANCE SUB-COMMITTEE - Outstanding Actions JANUARY 2020 update

Items from meeting held 21 January 2020		
ITEM	Action	Target date
<b>3. MINUTES: MATTERS ARISING</b>	Benefits in Kind Policy Review to be brought to committee.	<i>TBC</i>
<b>4. CGP AND CGU UPDATES AND NEXT STEPS</b>	Proposed updates to TORs to be brought to Finance Committee at next meeting	<i>18 February 2020</i>
	Community Infrastructure Levy Neighbourhood Fund report process and reporting framework, and how funds would be allocated, to be brought to committee.	<i>COMPLETED 20 April 2020</i>
<b>12. ANY OTHER BUSINESS</b>	City Bridge Trust and the Department of Open Spaces to further consider comments from Deputy Chairman with respect to green spaces.	<i>TBC</i>

Items from meeting held 12 November 2019		
ITEM	Action	Target date
<b>5. WORK PROGRAMME</b>	Annual Report for Resource Allocation Sub-Committee to be brought to Finance Grants Oversight and Performance Sub-Committee.	<i>20 April 2020</i>
<b>12. BENEFITS IN KIND REPORTING</b>	Benefits in Kind – officers to follow up with bursars involved with schools to ensure appropriate data is supplied for Benefits in Kind; officers to follow up with all Departments where full returns had not been made.	<i>Ongoing</i>
<b>13. PRESENTATION: CHARITIES REVIEW UPDATE</b>	Regarding the governance plan, any recommendations will be presented first to the Sub-Committee, prior to being presented to Finance Committee and Policy & Resources.	<i>Ongoing</i>

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**Finance Grants Oversight and Performance Sub-Committee Forward Plan – 2020/21**

<b>20 April 2020 CANCELLED</b>	<b>22 September 2020</b>	<b>19 January 2021</b>	<b>13 April 2021</b>
Central Grants Unit Update	Central Grants Unit Update (Including 2019/20 Annual Report + Comprehensive Update on Impact of COVID-19)	Central Grants Unit Update	Central Grants Unit Update
Benefits in Kind Update Report	Benefits in Kind Update Report and Policy Review		Benefits in Kind Update Report
Central Grants Unit Annual Report	CIL Update Report		Central Grants Unit Annual Report
Charities Review Update			Charities Review Update
CIL Update Report			
Benefits in Kind Policy Review report			

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<b>Committee</b> Finance Grants Oversight and Performance Sub-Committee	<b>Dated:</b>  22/09/2020
<b>Subject</b> Central Grants Programme (CGP) and Central Grants Unit (CGU) – Update Report	<b>Public</b>
<b>Report of:</b> Chief Grants Officer (CGO) and Director of City Bridge Trust	<b>For Decision</b>
<b>Report author:</b> Jack Joslin, Head of Central Grants Unit, Central Grants Unit (CGU)	

## Summary

This report provides an update on the CGP and the CGU.

## Recommendations:

Members are requested to:

1. agree the wording of the Central Grants Programme Annual Report at **Appendix 1** for onward submission to committees;
2. note the Central Grants Programme Annual Report; and,
3. note the CGP and CGU progress update report.

## Main Report

### Background

1. The CGU has been established since October 2016 to manage the effectiveness of the CGP based on recommendations of the Effectiveness of Grants Service Based Review (SBR) 2014/15.
2. The CGU is co-located with the City Bridge Trust (CBT) team in the Town Clerk's Department in order to facilitate consistency of approach and harmonise service standards across grant-making activities by the City Corporation (in its various capacities, including as trustee of a number of charities which form part of the CGP). The Chief Grants Officer, responsible for the funding and grant-making activities of CBT is also responsible for maintaining an overview of the CGU (and broader charity matters), with relevant input from the Charities Finance Team (Chamberlain's Department), with the work being delivered by the Head of Central Grants Unit (HCGU).
3. In March 2018 the Resource Allocation Sub-Committee and Policy and Resources Committee met and both agreed to support the implementation of the CGP on a permanent basis from the 1<sup>st</sup> April 2018. Members agreed an

uplift to the City's Cash Grants element of the CGP Budget to enable this to equal £250,000 annually, being approximately 20% of the City's Cash grants budget, an uplift of £91,000 for 2018/19. Members also noted the uplift of £10,000 applied to the operating costs of the CGU which now total £60,000, included within the approved CBT budget for 2018/19.

4. A number of small charities in respect of which the City Corporation is trustee are administered through the CGP in a manner consistent with their charitable objects and governing documents, it being considered in each case to be in the charity's best interests for their most efficient administration and effective application of funds to do so, these matters being kept under review in the normal way. Consistent with the powers of a charity trustee to recover the reasonable costs and expenses of administering their charity, in each case some of these costs are recovered from each of the charities operating as part of the CGP.
5. As noted above, the CGU was originally set up to manage the effectiveness of the CGP. Due to its success, in May 2019 the Policy and Resources Committee agreed that the City Community Infrastructure Levy (CIL) Neighbourhood Fund be managed by the City CGU. It was agreed that a post be created to manage the programme under the oversight of the Head of the Central Grants Unit (HCGU). The HCGU recruited the CIL Neighbourhood Programme Manager in March 2020. Any resources spent on the CIL Neighbourhood Fund by the CGU are met from the 5% administration fee charged to the total CIL. The CIL Neighbourhood Fund currently has just over £5.5 Million available for distribution. A further report on the launch of the CIL Neighbourhood Fund will be presented at this Committee.

### **Overview of the work of the CGU**

6. Like all City of London Departments, the CGU had to adapt to the impact of the Coronavirus Pandemic and the subsequent lockdown. All staff have been working from home throughout the period and continued to deliver grant programmes remotely. The CGU has always delivered a paperless process since its inception so did not need to amend many processes.
7. The CGU signed up to London Funders Pledge to offer support to civil society groups affected by the Coronavirus outbreak. Contact was made with all grantees outlining how projects could be extended and money could be spent differently where required in order to support the small organisations we work with. The CGU Team had conversations with lots of organisations that had been differently affected by the lockdown restrictions and fed into the wider work CBT have been doing in this field.
8. The CGP maintained its existing deadlines to ensure that organisations still had access to support and could still plan projects for the future.
9. The CIL Neighbourhood Fund was set to launch on 1 April 2020 but was postponed until 1 September 2020. Further information on this is provided in a separate report.

10. During this period, the HCGU provided additional capacity to the CBT Team to support with assessment work.

## **Overview of the CGP**

### **Education and Employment**

11. At the Education Charity Sub-Committee (Education Board) in July 2019 Members once again recommended revised wording to widen the policy setting out the eligibility criteria they wished to adopt for the grant-making activities for both charities<sup>1</sup> within that Sub-Committee's responsibility to facilitate improved distribution of funds in accordance with the City Corporation's obligations as Trustee of the two relevant charities to actively apply the charities' funds for the charities' respective objects, rather than those funds accumulating. The amended policy criteria have now been considered by Community and Children's Services Committee (CCS Committee) in December 2019 and approved by the Education Board in January 2020.
12. A grant programme was delivered in April 2020, with only a few applications received. During the assessment process it was highlighted that the City Education Trust deficit brought forward from 2018/19 and grants awarded in the year had to be covered by income received in 2019/20, which left a low balance in unrestricted income funds that were carried forward. As the charity cannot forecast the level of income due to be received in 2020/21 due to the impact of Coronavirus, it is unable to make grant commitments ahead of the next investment income distribution due in October.
13. At the Education Board in July 2020 Members noted that if any grants were awarded by the City Educational Trust Fund then the charity would be overspent. The Combined Education Charity would be overdrawn on cash balances held as its income funds are held in non-liquid investments which cannot be accessed until October 2020.
14. The Committee approved the rejection of the three applications received and moved to close the programme for the rest of the year. The CGU has since worked with applicants to identify other funding bodies to approach to support the work that was applied for. The next Education and Employment programme will open in 2021/22 subject to there being sufficient funds to distribute.

### **Inspiring London through Culture**

15. This continues to be a very popular programme and is solely funded from City's Cash. A deadline for the programme was held in July 2020, the CGU is currently assessing 17 applications for funding.

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<sup>1</sup> City Educational Trust Fund (290840) and the City of London Corporation Combined Education Charity (312836)

## Stronger Communities

16. The Stronger Communities Programme is funded from City's Cash and from the City of London Corporation Combined Relief of Poverty Charity (1073660), and had run one grant round in April 2020. The programme saw record number of applications. Unfortunately, many of these were geographically ineligible. The CGU initially assessed all of the applications within the first three weeks of the deadline and sent emails to those deemed ineligible to provide guidance on other Covid-19 Funding available including the London Community Response Fund, a restricted fund held within Bridge House Estates (1035628) ancillary object.
17. There have been challenges in attracting suitable applications for the City of London Combined Relief of Poverty Charity and the policy for the charity has been subject to review to also take account of the transfer of funds from two other charities<sup>2</sup>. However, in a departure from the published policy, but meeting the overriding duty to apply the charity's funds in furthering its charitable purposes, two grants were awarded during the Covid-19 health pandemic to support pressing needs of beneficiaries, namely by providing funding to support the Age UK City of London to set up a Foodbank located in the City of London. A policy which is more suitable to the charity, but still operating within the Stronger Communities Programme and in pursuit of its overarching policy objectives, is expected to be considered by the Community and Children's Services Committee on the 27 September 2020.
18. At the February 2020 CCS Committee meeting, it was resolved that the CGU administer the City's Cash Small Grants (up to £3,000) element of the Stronger Communities Programme on a rolling basis from 1 April 2020. A subsequent paper will be going to September 2020 CCS Committee to extend this approach to the Main Grant programme to ensure that the programme can react to emerging community needs in a more strategic and impactful way.

## Enjoying Green Spaces and the Natural Environment

19. This programme is funded solely from City's Cash. Enjoying Green Spaces and the Natural Environment delivered one programme in 2019/20 and attracted a large amount of applications. The Open Spaces team have agreed to run one grant programme again this year with a deadline in October 2020.
20. The HCGU has worked with officers in the Open Spaces Department to develop a marketing strategy for the October 2020 grant round based on the success of the last year. Last year, the HCGU carried out funding presentations at Epping Forest, Parliament Hill on Hampstead Heath and Ashted Common and provided one-to-one support on applications received from Burnham Beaches and City Commons. (These open spaces are the property of other charities in respect of which the City Corporation is trustee.) This year these sessions will be conducted online over video call.

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<sup>2</sup> Nearly £300,000 were transferred from the Corporation of London Benevolent Association in 2019 and around £15,000 from the Signor Favale Marriage Portion Charity earlier this year, the former being subject to binding restrictions, the latter being subject to an expression of wishes which was accepted in receiving the funds.



## General

21. Due to the success of the CGU referred to in the preceding paragraph, the CGU is now also being approached to administer other grants (including charitable grants) which are the responsibility of the City Corporation in its various legal capacities, and also to provide grant-making support in respect of grants that do not form part of the CGP. These additional matters and activities will be reported to this Sub-Committee to the extent that they fall within its remit and will be relevant to the setting of your Sub-Committee's Terms of Reference. This was an anticipated outcome of the Grants SBR.
22. In accordance with the recommendations arising from the Grants SBR which led to the development of the CGP, the CGU still monitors organisations that may be perceived to have fallen through the cracks where they may have previously benefited from funding from the City Corporation under previous arrangements but are now ineligible for funding under the current CGP funding criteria. Further information can be provided at Members' request or verbally at the meeting.
23. The City Corporation holds a contingency fund of £100,000 in its City's Cash budget allocated to the International Disasters Fund (IDF) administered by the Finance Committee. The CGU provide advice and make recommendations to the Finance Committee about where to distribute IDF in response to International Appeals. There have been lots of asks on the Fund this year due to the Coronavirus Pandemic. Since lockdown started the IDF has given one off donations of £20,000 to Team Rubicon, The British Red Cross and St John Ambulance in response to work supporting communities in the UK and London. Further donations of £20,000 have been made to Disaster Emergency Committee Coronavirus Appeal and the British Red Cross to support the Lebanese Red Cross in its aid work in Beirut. Due to an approved carry forward from 2019/20 the IDF has £25,000 remaining for the rest of the financial year. The HCGU is refining the policy for the IDF to be taken to the Finance Committee later in the year.
24. The HCGU continues to be the City Corporation nominated London local authority Grants Officer to attend the London Borough Grants Officer Forum, hosted by London Councils. This is a useful forum to discuss grants funding related issues across London and to get updates from London Funders and London Councils. This has been especially useful for sharing experiences of implementing CIL Neighborhood Funds across London local authorities.

## **Overview of CGU Budget**

25. Members will note that the reduction in time spent on the Education Charities has had an impact on the CGU Budget. This has been re-worked to accommodate these. This can be viewed at **Appendix 2**.
26. Table 1 outlines the Budget agreed by this Committee in November 2019 which included the increased workload due to the management and set up of the CIL Neighborhood Fund. Table 2 outlines the reduced budget for the CGU

with the reduced time spent on administering Grants for the Education Charities.

27. Table 3 provides an updated Budget with actuals to reflect a number of cost savings across the period. Members will note that it is expected that the CGU will not re-charge £15,000 this year to CBT to reflect the work the HCGU has done on application assessment for CBT during the lockdown period. The hours of the CGU Funding Officer have been extended from 1 October 2020 within agreed budgets to provide additional capacity to the team to ensure all programmes are running efficiently and that the CIL Neighborhood Fund can be administered effectively.

### **Monitoring**

28. The CGU has been working with the new Head of Learning and Impact from the CBT Team to improve and develop the CBT Team's monitoring system with a view to finding better ways of learning from the varied CBT grants portfolio.
29. An overview of the data collected in 2019/20 will be presented at this meeting.

### **Next steps 2020/21**

30. The CGU will continue to work with the CGO, the Comptroller and City Solicitor's Department and the Chamberlain's Department to explore the consolidation and rationalisation of charities associated with the City Corporation, in particular those whose activities involve grant-making. This work is taking place through the Corporation-wide Charities Review. A presentation will be made about this work at your meeting. The revised Terms of reference of your Sub-Committee are also intended to better reflect this reporting.
31. The HCGU will work with the Philanthropy Director, who is also co-located within the CBT Team, to support implementation and delivery of the City Corporation's joint Philanthropy Strategy with Bridge House Estates (1035628), and in respect of the latter from which the activities of CBT are funded, the City Corporation being the charity Trustee.

### **Appendices:**

- **Appendix 1** – CGP Annual Report
- **Appendix 2** – CGU Budget Overview

### **Background Papers:**

- Policy and Resources Committee, January 2017, 'Review and Reclassification of Former Finance Grants Sub-Committee Grants'.
- Policy and Resources Committee, March 2018, 'Central Grants Programme Review'

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## **Appendix 1**

### **Central Grants Programme Annual Report**

#### **Summary**

This annual report provides an update on the Central Grants Programme (CGP). The report includes the outcomes of the four CGP grant programmes delivered in 2019/20; an update on the monitoring and evaluation of the CGP and an outline of the next deadlines for 2020/21.

#### **Recommendations:**

- a) To note the Central Grants Programme (CGP) Annual Report

#### **Main Report**

#### **Background**

1. In March 2016, the Resource Allocation Sub-Committee and the Policy and Resources Committee received a report outlining the work that had been undertaken to date to implement the recommendations of the Effectiveness of Grants Service Based Review (SBR). The aim of the review was to increase the strategic impact of grant-making, ensure that the grants are managed more efficiently and effectively, improve the consistency and quality of the customer experience and so bring consequential reputational benefits. The report recommended a consolidated CGP be implemented.
2. In order to manage the CGP effectively a new Central Grants Unit (CGU) was proposed to administer the programme. The CGU would be responsible for the management of all grant applications, monitoring and evaluation processes and committee reporting procedures.
3. It was agreed that the CGU would be co-located with the City Bridge Trust team (CBT) in order to facilitate consistency of approach and harmonise service standards. The Chief Grants Officer, responsible for the grant-making activities of CBT would maintain an overview of the CGU, with relevant input from the Head of Charity and Social Investment Finance (Chamberlain's Department), with the work being delivered by the Head of Central Grants Programme (HCGP).
4. In March 2018 the Resource Allocation Sub-Committee and Policy and Resources Committee met and both agreed to support the implementation of the CGP on a permanent basis from the 1<sup>st</sup> April 2018. Members agreed an uplift to the City's Cash Grants element of the CGP Budget to enable this to equal £250,000 annually, being approximately 20% of the City's Cash grants budget. Members also noted the uplift of £10,000 applied to the operating costs of the CGU to £60,000, included within the approved CBT budget for 2019/20. This amount is supplemented by contributions from City of London (COL) Charities that the CGU supports.

5. The four CGP funding themes were agreed in March 2016 by the Policy and Resources Committee, and the eligibility criteria subsequently agreed by each respective grant-giving committee.

## Overview of CGP

6. The table below outlines the total number of successful applications awarded in the year ending 31 March 2020.

12 Month Grant Period April 2019 – March 2020		
CoL Programme	Number of Grants	Amount Awarded
Education & Employment	7	£121,825
Inspiring London through Culture	9	£86,466
Enjoying Green Spaces and the Natural Environment	11	£120,212
Stronger Communities	18	£122,429
Total	45	£451,932

7. Detail of all applications approved, withdrawn and rejected under the CGP in 2019/20 is shown at **Appendix 1**.
8. Monitoring and Evaluation Information for the period is available at **Appendix 2**.

## Education and Employment

9. This programme is funded from two charities. The Education Charity Sub-Committee met in July 2019 to make decisions on grant applications received in the April Education and Employment grant round. Grants were awarded from both the City Educational Trust Fund (290840) and the City of London Corporation Combined Education Charity (312836). As the majority of the budget for the City of London Corporation Combined Education Charity was spent in this round the Sub-Committee recommended and the Education Board has resolved to cancel the next grant application deadline and relaunch for an April 2020 deadline. The Sub-Committee also recommended and the Education Board resolved to close the next 2019/20 funding round for the City Educational Trust Fund due to an over commitment of the unrestricted general fund of the City Educational Trust Fund.
10. Across the two Charities 7 grants were awarded totalling £121,825.
11. At the Education Charity Sub-Committee in July Members once again recommended revised wording to widen the eligibility criteria for both charities to facilitate improved distribution of funds which was referred to the Community and Children's Services Committee in December and then approved by the Education Board in January. A new grant round was approved for April 2020 subject to approval on the amended criteria.

## Inspiring London through Culture

12. This continues to be a very popular programme and is solely funded from City's Cash. The CGU worked closely with officers to ensure that the rounds were well advertised across a range of channels. Two funding rounds took place with decisions made by the Assistant Town Clerk in consultation with the Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee upon the advice of a panel of expert officers.
13. In 2019/20 this programme saw an increase in demand receiving 24 applications across two grant rounds. 9 applications were awarded funding totalling £86,466.

## Stronger Communities

1. The Stronger Communities Programme is funded from City's Cash and charitable funding and ran 2 grant rounds in 2019/20. The programme was very popular and received 48 applications. 18 were awarded funding totalling £122,429.
2. At the September Children and Community Services (CCS) Committee it was agreed to increase the value of City's Cash grants to this programme to £20,000 over a two-year period. From a recent London Funders meeting on small grants attended by the HCGP it was agreed that Small Grants offered over a longer period provided better outcomes for community organisations and their beneficiaries, this was taken into consideration when proposing the uplift. Due diligence on these grants will increase proportionately in line with the amount being requested.
3. At the September CCS Committee it was also requested that the CGU look at options to open up the City's Cash Small Grants (up to £3,000) element of the Stronger Communities programme on a rolling basis. This was agreed by the CCS Committee in February 2020 to be rolled out from 1 April 2020.
4. At the February 2018 CCS Committee, Members resolved that £30,000 of the Stronger Communities budget (City's Cash) under the CGP could be committed to support grants to organisations applying through a new 'crowd funding' platform run by Spacehive. The CGU continued to manage the Spacehive grants programme and a number of projects have been supported delivering work across the City. The cost of the Spacehive budget are met by Departmental Budgets with the CGU responsible for assessing project applications on the platform and providing recommendations to officers from the DCCS Department. It was agreed that the Spacehive project is not re-commissioned in 2020/21 and that any outstanding funds not committed be returned to the CGU to be allocated to the Stronger Communities Programme.
5. The funds of the City of London Corporation Combined Relief of Poverty Charity (1073660) also form part of this programme. The charity's modest funds were more than doubled following the decisions taken to transfer the assets of the Corporation of London Benevolent Association (206643) (the Association), an historic charity funded by elected Members, to the Combined

Relief of Poverty Charity. The Association's assets were transferred to the Combined Relief of Poverty Charity (1073660) as a restricted fund on 31 October 2018. Work is ongoing with DCCS Officers, supported by the Chamberlain's and Comptroller and City Solicitor's departments, to update the Stronger Communities eligibility criteria to reflect the availability of additional funds for distribution following the transfer of assets from the Association to the Combined Relief of Poverty Charity, and to accommodate the restrictions on these funds, and to facilitate the aware of grants from this charity in 2019/20. The HCGP is working with DCCS officers to ensure that funds can be awarded from this Charity.

6. In October 2019, following the recommendation of the Port Health and Environmental Services Committee, the Court of Common Council acting as Trustee of the Signor Favale Marriage Portions Charity (206949) (the Favale Charity) resolved to close the Favale Charity by updating the objects to reflect those of the receiving charity, by releasing the restrictions on expenditure of the permanent endowment, and then transferring the charity's funds free of restrictions to the City of London Corporation Combined Relief of Poverty Charity (1073660), with an expression of wish that Signor Favale's name be retained in some way in future grant-giving, subject to Charity Commission consent. The Community and Children's Services Committee acting for the City Corporation as Trustee of the Combined Relief of Poverty Charity has subsequently resolved that it was in that charity's interests for it to take receipt of the funds on this basis. Once the transfer has been completed, additional funds will therefore be available for distribution from the Combined Relief of Poverty Charity under the Stronger Communities theme. Approximately £15,000 is estimated to be added to the funds of the Combined Relief of Poverty Charity.

#### Enjoying Green Spaces and the Natural Environment

14. Enjoying Green Spaces and the Natural Environment held one round in 2019/20. The CGU worked with Open Spaces Officers to do targeted funding workshops for applicants to this programme. After an initial review it was deemed that the majority of applications were of a high quality. In order to meet the demand of this round Officers consulted with the Chairman and Deputy Chairman of the Finance Committee to seek approval of an early transfer of an underspend from another City's Cash grants budget. Approval was given for a further £56,000 to be added to the budget for this grant round, to meet the demand.
15. After successfully marketing the programme there was an increase in applications. 21 were received in total with 11 projects awarded funding totalling £120,212.

#### **Monitoring**

16. The HCGP has set up and implemented the online monitoring and evaluation system in line with best practice from the CBT. Monitoring is generally of a good standard with grantees reporting on the success and impact of their



funded schemes, the enhanced reach of the funding provided and how the funding has helped to leverage additional or match-funding for projects.

17. The CGU currently oversees and manages 102 active grants across all programmes.

## **General**

18. The table below outlines the shows the application deadlines for the CGP in 2019/20.

<b>Funding Theme</b>	<b>Application Deadlines</b>
Education and Employment	April 2020
Inspiring London through Culture	July 2020 January 2021
Stronger Communities	May 2020 October 2020
Enjoying Green Spaces and the Natural Environment	October 2019

19. The CGU will continue to work with the CGO, The Comptroller and City Solicitor's Department and the Chamberlain to explore the consolidation and rationalisation of charities associated with the City Corporation, in particular those whose purpose is charitable funding.
20. The City of London holds a contingency fund of £100,000 in its City's Cash budget, allocated to the International Disasters Fund (IDF) administered by the Finance Committee. The CGU provide advice and make recommendations to the Finance Committee about where to distribute IDF in response to International Appeals. This year donations to the value of £100,000 have been made to the Disaster Emergency Committee (DEC) to support the ongoing Myanmar Appeal, to the British Red Cross to support the Australian Red Cross in response of the devastating bush fires and a donation to Team Rubicon in response to the Hurricane in the Bahamas.
21. Discussions are happening between the CGU and other departments around taking on additional programmes of work.

## **Appendix 1 – Overview of Approved, Rejected and Withdrawn Grants 2012019/20**

## **Appendix 2 – Monitoring and Evaluation Overview**

### **Background Papers:**

- Policy and Resources Committee, January 2017, 'Review and Reclassification of Former Finance Grants Sub-Committee Grants'.

- Policy and Resources Committee, March 2018, 'Central Grants Programme Review'

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## Appendix 2 – Breakdown of Management Costs

Table 1 – Approved Budget

Annual CGU Budget with CIL	
2020/21	Amount
Salaries:	
Head of CGU Full Time	
Funding Officer CGP 2.5 x Days	
CIL Funding Manager FTE 0.6 (9 months)	
Total Salaries	116,180
2 X Mobile	1,000
Finance Time	12,000
Senior Officer Time	3,000
Operational Budget	2,000
Marketing Material	1,000
Training & Conferences	3,000
Admin Time	10,000
Office Running Costs	900
Transport	600
Facilities	9,000
	-
Blackbaud Grantmaking licence	22,750
<b>Total</b>	181,430
	181,000
City's Cash	60,000
COL Charities	25,000
CIL	96,000
	181,000

**Table 2 – Revised Forecast – With Charity Re-charge Reduction**

<b>Annual CGU Budget with CIL</b>	
<b>2020/21</b>	<b>Amount</b>
Salaries:	
Head of CGU Full Time	
Funding Officer CGP 2.5 x Days	
CIL Funding Manager FTE 0.6 (9 months)	
Total Salaries	116,180
2 X Mobile	1,000
Finance Time	12,000
Senior Officer Time	3,000
Operational Budget	2,000
Marketing Material	1,000
Training & Conferences	3,000
Admin Time	10,000
Office Running Costs	900
Transport	600
Facilities	9,000
	-
Blackbaud Grantmaking licence	22,750
<b>Total</b>	181,430
	181,000
City's Cash	60,000
COL Charities	10,000
CIL	96,000
	166,000

**Table 3 – Revised Forecast – With Charity Re-Charge Reduction and HCGU time spent on work for CBT**

<b>2020/21</b>	<b>Amount</b>
Salaries:	
Head of CGU Full Time	
Funding Officer CGU Full-Time (PT 6 Months/ FT 6 Months)	
CIL Funding Manager FTE 0.6 (9 months)	
Salary Total	135,730
2 X Mobile	1,000
Finance Time	15,000
Senior Officer Time	3,000
Operational Budget	2,000
Marketing Material	1,000
Training & Conferences	3,000
Admin Time	2,000
Office Running Costs	900
Transport	600
Facilities	9,000
BBGM User licence x 5	7,500
<b>Total</b>	<b>180,730</b>
	181,000
City's Cash	60,000
COL Charities	10,000
CIL	92,000
CBT	15,000
	181,000

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<b>Committee(s):</b> Finance Grants Oversight and Performance Sub-Committee	<b>Date:</b> <b>22/09/2020</b>
<b>Subject:</b> City of London Community Infrastructure Levy –Launch of Neighbourhood Fund	<b>Public</b>
<b>Report of:</b> Chief Grants Officer and Director of the City Bridge Trust	<b>For Information</b>
<b>Report author:</b> Jack Joslin, Head of Central Grants Unit	

## Summary

The City Corporation adopted a Community Infrastructure Levy (CIL) in 2014. National CIL Regulations require that 15% of CIL receipts be reserved for neighbourhood funding. Local authorities are required to engage with communities on how this neighbourhood funding should be used to support development of the area. Local authorities are required to report annually on the collection and use of CIL funds, identifying separately the amount of funds allocated to neighbourhood funding. CIL policy is the responsibility of the Policy & Resources Committee.

Public consultation on draft proposals for a City of London CIL Neighbourhood Fund took place in December 2018 and January 2019. Responses were received from 17 organisations and individuals, making 95 separate comments. These comments variously support the proposed approach to the Neighbourhood Fund, sought clarification on how the Fund would operate, and suggested amendments to the design and operation of the Fund.

An amended policy for the CIL Neighbourhood Fund was agreed by the Policy and Resources Committee in May 2019, with agreement that a proportion of funding applications by officers under delegation, whilst retaining the role of the Resource Allocation Sub-Committee to determine applications in excess of £50,000; a normal upper limit on funds for any one project of 15% of outstanding funds at the time of application; clarification of the reporting requirements for the Fund; clarification on those organisations that would be eligible to apply for funding, but allowing applications from constituted resident and business organisations in the City of London; and amendments to make the Fund more responsive to community-led projects and to allow for use of the Fund to cover robustly justified, time limited applications for revenue funding and maintenance.

The Neighbourhood Fund application process will be managed by the City Corporation's Central Grants Unit, with officers assessing applications and providing support to the Resource Allocation Sub-Committee in the consideration of larger applications. The administrative cost incurred in operating the Fund is recoverable from the 5% of City CIL funds allowed to cover such costs in Regulations.

## **Recommendation**

Members are recommended to:

1. To note the amended opening date of the CIL Neighbourhood Fund as 1 September 2020.

## **Main Report**

### **Background**

1. Under the 2008 Planning Act and the Community Infrastructure Levy Regulations 2010 (as amended), a local authority may adopt a Community Infrastructure Levy (CIL) setting out how it will require contributions from development towards the cost of providing new infrastructure. A local authority adopting a CIL must set out the infrastructure it will fund through the CIL in a document known as a Regulation 123 List. CIL regulations allow for up to 5% of CIL receipts to be used to fund the administrative costs incurred in operating a CIL. Regulations also require that 15% of CIL receipts shall be reserved for neighbourhood funding, or 25% where there is a neighbourhood plan. Neighbourhood funding must be passed to a neighbourhood forum, parish or town council, where they exist. Where they do not exist (as in the City of London), the local authority will retain CIL neighbourhood funds but should engage with communities where development has taken place and agree with them how best to spend this element of CIL.
2. In accordance with national Planning Practice Guidance, local authorities should set out clearly and transparently how they will engage with communities and the use of the neighbourhood fund should match the priorities expressed by these local communities.
3. Regulations require that the neighbourhood fund must be used to support the development of the local council's area, or any part of that area. CIL Regulation 59F allows a wider scope of projects to be funded through the CIL neighbourhood fund than that allowed for other CIL funding, including:
  - a) the provision, improvement, replacement, operation or maintenance of infrastructure; (the same criteria as for other CIL funds) or
  - b) anything else that is concerned with addressing the demands that development places on an area (additional flexibility for neighbourhood fund).

In delivering against (b) above, the neighbourhood fund does not have to be spent in accordance with the local authority's CIL spending priorities (set out in its Regulation 123 List).

4. Local authorities are required to report annually on the collection and use of CIL funds, identifying separately the amount of CIL neighbourhood funds and how they have been used.



## **Current Position**

5. The City of London CIL came into effect on 1 July 2014. At March 2020, the neighbourhood portion of the City CIL stood at £5.6 million.

## **Process**

6. Proposals for the City CIL Neighbourhood Fund were considered and approved by the Policy & Resources Committee on 2 May 2019.
7. Management of the City CIL Neighbourhood Fund process will be aligned with the City's existing grant allocation process, through the Central Grants Unit (CGU).
8. The CGU is co-located with the City Bridge Trust (CBT) team in the Town Clerk's Department in order to facilitate consistency of approach and harmonise service standards across grant-making activities by the City Corporation (acting in its various legal capacities, including as trustee of a number of charities which form part of the Central Grant Programme). The Chief Grants Officer, responsible for the grant-making activities of CBT is also responsible for maintaining an overview of the CGU (and broader charity matters), with relevant input from the Charities Finance Team (Chamberlain's Department), with the work being delivered by the Head of Central Grants Unit.
9. The CGU has prepared the back-office functions for the CIL Neighbourhood Fund and recruited the CIL Neighbourhood Fund Programme Manager who started in post at the beginning of March. The proposed launch of the Fund was on 1 April 2020 with applications accepted on a rolling basis.
10. In March 2020, the lockdown commenced, and it was decided that the CIL Neighbourhood Fund launch should postponed to 1 September 2020. It was felt that the Fund would be better suited to dealing with the re-build stages of City Communities post lockdown, than be utilised to make emergency funding. The CIL Programme Manager has worked with Officers across the City Corporation to ensure that that the programme will be ready to respond effectively to emerging need once launched.
11. A website has been launched on the City Corporation website, a flyer and communications have been circulated to Members, Officers and key stakeholders. The CGU has experienced a significant increase in enquiries about the Fund and the website has one of the highest hit rates in its first week of opening.
12. Applications for funding will be made using an online application form on the CIL page of the City Corporation's website. The CGU will assess applications for funding and carry out the necessary due diligence checks, in line with best practice. Visits to organisation's applying for funding will be undertaken where required. A comprehensive monitoring and evaluation process will be implemented to track the progress of successful proposals.

13. The CGU will provide information and advice to potential applicants to the Fund. The CIL Neighbourhood Fund Programme Manager will deliver workshops and a programme of outreach to let City Communities know about the programme and how to apply for funding.
14. The CIL Neighbourhood Fund will have a normal minimum level of funding for which applications can be made, of £1,000, to ensure that very small applications do not lead to disproportionate administrative cost. A normal upper limit of 15% of CIL Neighbourhood Funds available at the time of application to any one application, to ensure that funding is not exhausted on a small number of schemes. Applications in excess of 15% can be considered in exceptional circumstances where there is demonstrable benefit to more than one of the City's communities and the proposal aligns with published City Corporation strategies.
15. It was agreed at the Policy and Resources Committee in May 2019 that provision for delegated authority would determine a proportion of applications, whilst retaining the requirement for the Resource Allocation Sub-Committee approval for larger value applications. Delegated provision is outlined as follows:
  - i. Applications under £25,000 – to be determined by officer delegation
  - ii. Applications between £25,000 and £50,000 – to be delegated to officers, in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub-Committee.
  - iii. Applications over £50,000 – determined by the Resource Allocation Sub-Committee, with advice from the officer Priorities Board.
16. Delegated funding decisions and advice to Committee will be made by an officer panel, chaired by a Chief Officer and drawn from the CGU, the Department of the Built Environment and other Departments as required. Applications over £50,000 will be brought to the Resource Allocation Sub-Committee for decision on a quarterly basis.
17. When proposals are submitted that take place in a specific Ward, it is proposed that the CGU will contact the Alderman and Ward Members to consult on proposals. An email will be sent outlining the intended proposal and giving a two-week timescale to provide comments. Comments will be consolidated and taken into consideration as part of the assessment and decision-making process.
18. Payment of funds and management of financial procedures will be handled by the CGU. Costs incurred by the CGU in fulfilling this function and by service Departments will be recovered from the 5% of all CIL funds that are available to fund the administrative costs of delivering CIL.

## **Corporate & Strategic Implications**

19. Corporate Plan Implications: Adoption of a mechanism enabling City communities to bid for funding from the City CIL Neighbourhood Fund will enable community-led infrastructure improvements across the City and contribute towards meeting

the 3 aims of the Corporate Plan 2018-23, particularly Contribute to a Flourishing Society and Shaping an Outstanding Environment.

20. Security Implications: The proposal to create a Neighbourhood Fund fulfils a statutory requirement for the spending of CIL. There are no direct security implications, though future funded projects may bring security benefits.
21. Financial Implications: The proposed City CIL Neighbourhood Fund would make use of that proportion of City CIL monies which are required by statute to be used to assist in the delivery of new infrastructure to meet community needs (15% of CIL funds). The costs of management of the grant application process will be met through the 5% of CIL funds set aside by statute to cover CIL administration.
22. Equalities and resourcing implications: The proposed City CIL Neighbourhood Fund has been subject to an Equality Analysis Test of Relevance. This has concluded that there are no impacts arising from these proposals for protected groups and that a full Equality Analysis is not required.
23. Staff resource requirements will be met through allocation of some of the City CIL funds set aside by statute to cover administration costs.

## **Conclusion**

24. Community Infrastructure Levy legislation requires local authorities to reserve between 15% and 25% of CIL receipts for neighbourhood funding. Where there is no recognised parish or town council or neighbourhood forum, the local authority will retain the neighbourhood fund but must spend it on infrastructure which meets community needs. The local authority must consult the community on how these funds will be used. This is the case for the City of London.
25. The Neighbourhood Fund application process will be managed by the City Corporation's CGU, with officers assessing applications and providing support to the Resource Allocation Sub-Committee in the consideration of larger applications. The administrative cost incurred in operating the Fund is recoverable from the 5% of City CIL funds allowed to cover such costs in Regulations. The programme launched on 1 September 2020.

## **Appendices**

- Appendix 1 – CIL Neighbourhood Fund Advert

## **Background Papers**

- Report to Policy & Resources Committee 02/05/2019: City of London Community Infrastructure Levy –Approval of Neighbourhood Fund

## **Jack Joslin**

Head of Central Grants Unit

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<b>Committee</b> Finance Grants Oversight and Performance Sub-Committee	<b>Dated:</b> 22/09/2020
<b>Subject</b> Benefits in Kind Reporting – Interim Update	<b>Public</b>
<b>Report of:</b> Chief Grants Officer and Director of City Bridge Trust (CGO)	<b>For Information</b>
<b>Report author:</b> Jack Joslin, Head of Central Grants Unit	

## Summary

The purpose of this report is for Members of this Sub-Committee to receive an update on the annual Benefits in Kind (BIK) data collected and the amount of time that officers have reported spending on volunteering or providing advice and guidance to external bodies/charities during the period between November 2019 and March 2020.

The City of London Corporation's (CoLC's) definition of BIK is: Abatement of a full commercial rent; abatement of a fee or charge for services provided; or the provision of goods or services to a third party at either a nil or reduced charge by the CoLC across all of its functions. This is to include Officer volunteering time and general support and the provision of advice or guidance to external bodies/charities.

In the meeting of this Sub-Committee in November 2019 it was agreed to align the BIK reporting with the financial year to correspond with the Philanthropy Strategy reporting. This report is to provide an update of the interim period of November 2019 to March 2020, the BIK annual report will be received by this Sub-Committee in May 2020.

The quality of the data received from departments continues to improve, however, departments are still embedding the revised BIK policy as required under the Financial Regulations 2018. Work is ongoing by the Central Grants Unit to ensure comprehensive reports are completed by all departments. A review of the policy and its application across departments has been carried out to ensure that it is fit for purpose and being applied correctly.

A total of 312 BIKs have been reported for in the period between November 2019 and March 2020, with total monetary value of £1,964,955. 64 BIKs are considered new and have a total monetary equivalent of £120,144.

A total of 118 hours has been reported by departments across the CoLC in relation to the volunteering time, general support and the provision of advice or guidance to external bodies/charities that has been undertaken in the period.

## **Recommendations**

Members are asked to note:

1. the summary of BIK relating to November 2019 – March 2020; and,
2. the summary of officer volunteering time relating to November 2019 – March 2020 (shown at Appendix 3)

## **Main Report**

### **Background**

1. It was recognised in the corporate Effectiveness of Grants Service Based Review 2014/15 that City of London Corporation (CoLC) offers support to the wider community in a number of ways – through direct financial contributions (or grants) often for charitable purposes; through the CoLC's support and trusteeship of many charities; and through non-monetary resources or BIK. The Grants Review excluded consideration of BIK, but as that report passed through the various committees the relevance of some of the findings to BIK were noted. It was requested by various Committees that BIK be considered in implementing the Grants Review outcomes.
2. Members highlighted that the key reputational and value-for-money risks and issues that were identified in relation to the payment of grants also apply to a BIK. Members identified that BIK would also benefit from the application of a similarly consistent, coherent and co-ordinated approach to ensure that there are no hidden financial costs to the organisation which are not being properly quantified and managed and to ensure reputational risks are mitigated by a fair decision making process.
3. To date, on an annual basis, the Chamberlain's Department requested that every department provide details of BIK that are provided to external organisations. This information formed the basis of an information report presented to the Finance Grants Sub-Committee (FGSC) every November. In 2016, FGSC was dissolved by the Finance Committee. Since that time, the BIK report has been the responsibility of this Sub-Committee to review.
4. In November 2017 a review of the BIK policy and framework was undertaken. Members of this Sub-Committee agreed that this refreshed and more comprehensive corporate BIK policy be submitted to the Finance Committee for approval. The corporate-wide BIK policy was agreed by the Finance Committee and is required to be followed as provided under the CoLC's Financial Regulations (Reg 15.18) which came into force on the 1<sup>st</sup> April 2018.
5. In the meeting of this Committee in November 2019 it was agreed to align the BIK reporting with the financial year to correspond with the Philanthropy Strategy reporting.



6. The BIK is policy works alongside any local charging policies which are already established and operate effectively, such as that of the City Remembrancer's Office.
7. A copy of the implemented BIK policy and framework is at **Appendix 1**.

### **Current BIKs**

8. A summary of the data collected from departments between November 2019 and March 2020 is shown at **Appendix 2**.
9. A new requirement of CoLC departments was to report on Officer volunteering time and general support and the provision of advice or guidance to external bodies/charities. The amount of time reported is once again below what we had expected, however, as part of the Philanthropy Strategy's aim of modelling excellent philanthropy (the giving of time, money and skills) a new corporate The CoLC's Volunteering Strategy has now been agreed at the September 2019 Meeting of the Policy and Resources Committee, and a dedicated Corporate Volunteering Manager (CVM) was recruited and implementation of the strategy is being pushed forward. A key responsibility of this post is to increase the reporting of volunteering across the CoLC and the CGU is in discussion with the CVM about how they can work with departments across CoLC to achieve this. The information received is shown at **Appendix 3**.
10. During the Coronavirus Pandemic and the consequent lockdown lots of CoLC Officer time was spent on the Pan-London response. The CGU is keeping a track of this and will include this in reporting for 2020/21.
11. The CGU has reviewed the existing guidance and BIK policy on request of this Sub-Committee. From the review and discussion with officers across CoLC it is felt that the policy itself is robust and proportionate. However, it was noted that some departments would appreciate bespoke training on how to record the information.
12. The CGU will be working with departments going forward to ensure that they are aware of the requirements of the policy and offer support where required. The CGU Funding Officer will be providing this service on an ongoing basis and has already started working with officers across CoLC to implement it.
13. At the end of the Financial Year 2020/21 a survey for staff will be included with the BIK return to ensure that staff are happy with the process.

### **Conclusion**

14. The purpose of this report is for Members of this Sub-Committee to receive an update on the BIK data collected for 2018/2019.

### **Appendices:**

**Appendix 1:** Corporate Wide BIK policy and framework

**Appendix 2:** Summary of BIK data 2018/2019

**Appendix 3:** Summary of Officer Volunteering time November 2019 – March 2020

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## **Appendix 1: Corporate Wide Benefits In Kind (BIK) policy and framework**

The City of London Corporation's definition of BIK is:

- a) Abatement of a full commercial rent;
- b) Abatement of a fee or charge for services provided; or
- c) The provision of goods or services to a third party at either a nil or reduced charge by the City of London Corporation. This is to include Officer volunteering time and general support and the provision of advice or guidance to external bodies/charities

1. In accordance with the existing corporate governance framework, all BIK should be approved by either a Chief Officer (or delegate), or relevant service Committee (or Sub-Committee):

a. Any BIK decisions with a monetary equivalent of under £10,000 may be taken by Chief Officers –

i. In relation to property matters, subject always to the advice of the City Surveyor, in both managing the physical assets, including land and buildings for which they are responsible; and in approving the casual or occasional use of land, premises or equipment under the control of the department (as provided under the officer Scheme of Delegations); and

ii. otherwise in respect of goods and services in accordance with any properly approved charging policy (as provided for in the Financial Regulations).

iii. If the aggregate value of the delegated BIK's (agreed by a single department) in any financial year reach £100k, the relevant service Committee (or Sub-Committee) must receive notification, including a breakdown of all decisions to be taken.

b. Any BIKs with a monetary equivalent over the threshold of £10,000 shall, subject to a specific discretion otherwise granted to a Chief Officer (as provided for in the Financial Regulations), should be reported to the relevant service Committee for approval in setting any charging policy.

2. At the time of agreement of a BIK, a review or end date must be included.

3. All data from internal volunteering programmes must be included. This would include any Officer time provided in terms of general support, advice or guidance to external bodies/charities. An aggregation of data (time spent and equivalent cost) is acceptable from each department. This data collection does not apply to City of London Corporation Members.

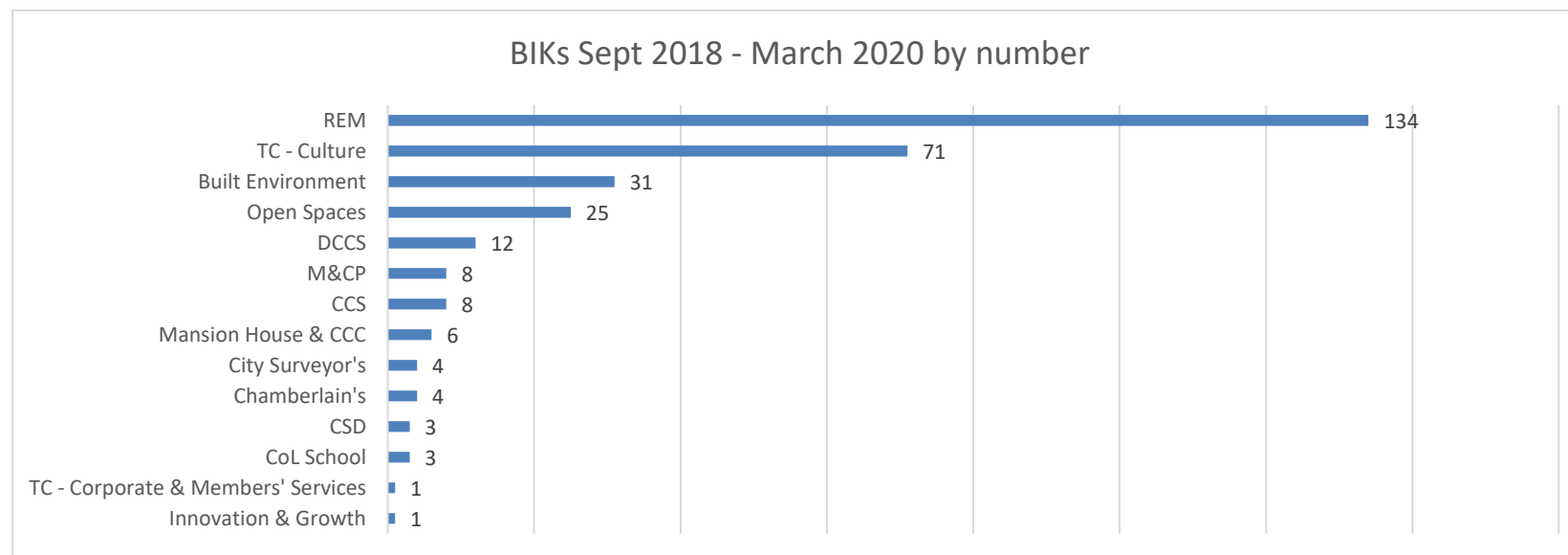
4. All BIK allocated to external organisations over a value of £10,000 should be acknowledged in any relevant publicity. City of London Corporation branding

should be used in each such instance (in line with the current guidance of the Communications Department).

5. All departments are expected to maintain a rolling register of BIK, in a standard format rather than relying on end of year data capture. These will be fed into the CGU who will maintain a central, transparent register.
6. All BIK to be reported to the FGOPSC, annually in April/ May. A standardised template will be provided to all departments for completion throughout the year.

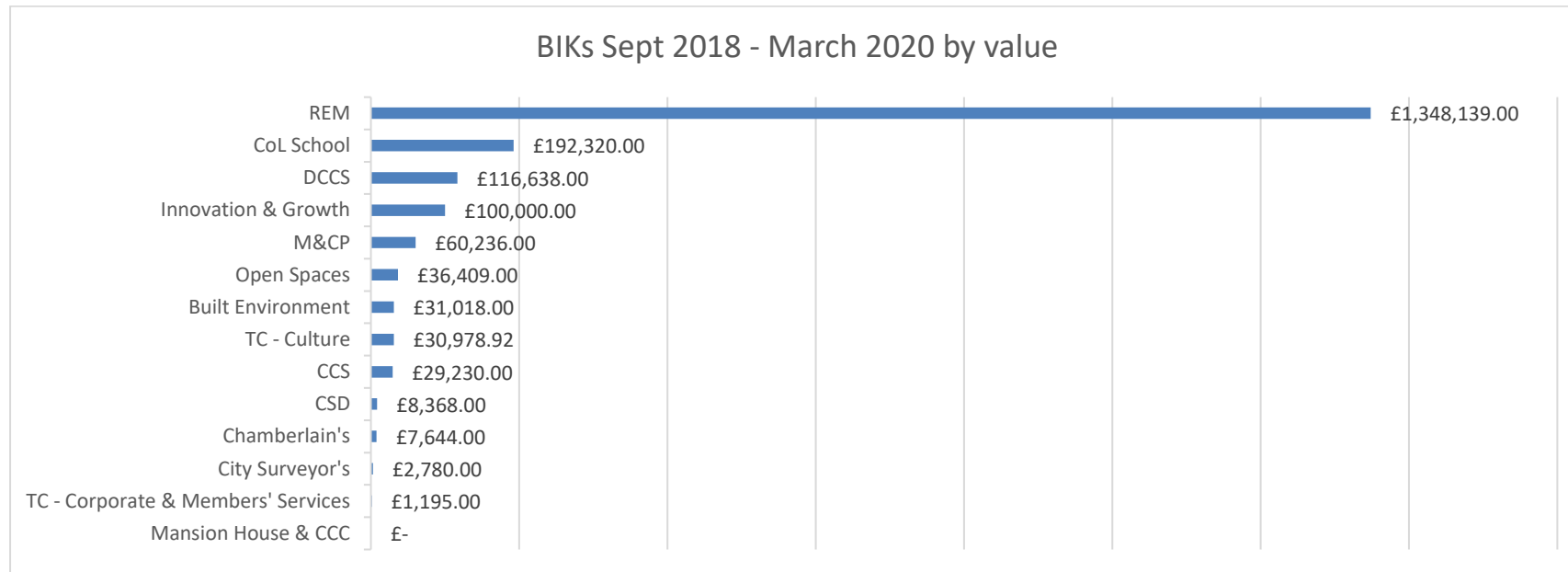
## Appendix 2: Summary of BIK interim data November 2019 – March 2020

1. A total of 312 BIKs, 64 new BIKs have been reported in the period
2. The total number of BIKs issued per department is shown below:

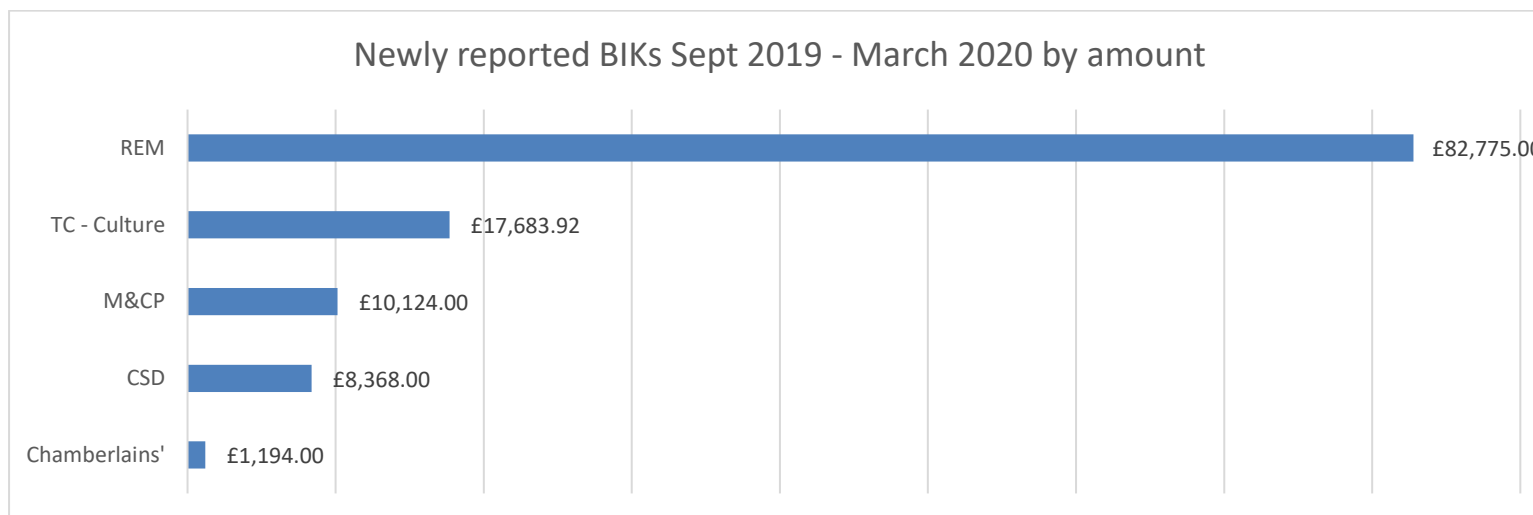
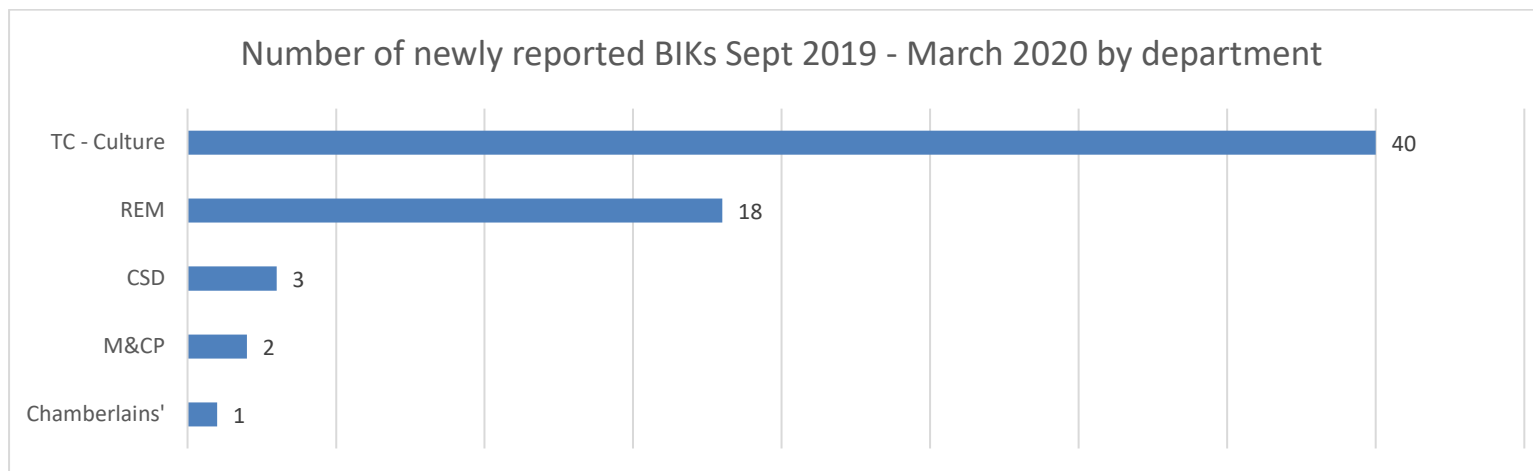


3. The 312 BIKs have a total monetary equivalent of £1,964,955

4. The total monetary equivalent of BIKs issued per department is shown below:



5. There are 64 new BIKs, with a monetary value of £120,144. The two tables below detail these by number and amount:



### Appendix 3: Summary of Officer Volunteering time 2018/2019

1. A total of 56 hours has been reported by departments across the CoLC in relation to the volunteering time, general support and the provision of advice or guidance to external bodies/charities that has been undertaken in the period.

<b>Officer Name</b>	<b>Organisation supported</b>	<b>Brief description of work undertaken</b>	<b>Number of hours</b>
<b>Chamberlain's</b>	Charity Tax Group	Committee member & Honorary Treasurer.	24 hours /year
<b>TC – Corporate Strategy &amp; Member Services</b>	Livery Committee	Supported them to develop a strategy for their Committee, comprising two half day workshops, two one-hour meetings with their Chair and one and half days for drafting and redrafting.	19.5 hours/year
<b>TC – Corporate Strategy &amp; Member Services</b>	Livery Committee	Supported them to develop a strategy for their Committee, comprising two half day workshops, two one-hour meetings and half a day support with drafting (editing/reviewing etc.)	12.5 hours/year
<b>TOTAL</b>			<b>56 Hours</b>



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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