

Committee:	Date:
Finance Committee	10 September 2019
Subject: Report of Action Taken – Public Decisions taken under Delegated Authority/Urgency procedures since the last meeting of the Committee	Public
Report of: Town Clerk	For Information
Report author: John Cater, Town Clerk's Department	

Summary

This report advises Members of urgent and/or delegated public action taken by the Town Clerk since the last meeting of the Committee, in consultation with the Chairman and Deputy Chairman, in accordance with Standing Orders No. 41(a) and 41(b).

Recommendation

Members are asked to note the report.

Main report

Subject: Initiation & Implementation of Charities Review

Background

In July 2019, Policy and Resources Committee, General Purposes Committee and Finance Committee agreed that a review of the City charities be undertaken and implemented.

It was agreed that the level of funding required would be delegated to the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Finance Committee, through a request by the CGO to the 2019/20 Finance Committee Contingency Fund held within City's Cash. At Finance committee, members approved a funding envelope of between £100-150k.

The potential outcomes of the Review will be:

- a. A charities portfolio that has been fully reviewed to ensure regulatory compliance;
- b. A charities portfolio that is drawing on good practice at governance and managerial levels;
- c. A charities portfolio which has been rationalised to ensure exceedingly small, dormant or inactive charities are closed down or merged;
- d. A charities portfolio which is efficient in its management and governance, making the most of any potential operational economies of scale;
- e. A charities portfolio which is effective in delivery: making the most of strategic connections; quantifying and communicating its impact;
- f. Implementation of systems which adequately support the on-going effective administration of the charities, individually and collectively (including maintaining a central database of cross-departmental records and historic data).

£125,000 is requested, which will fund the following resources for the 6/7 months remaining of financial year 2019/20.

Table 1

Role	Activities	Budget for Sep 19 – Mar 20
Charity Accountant (from 01.09.2019 – 31.03.2019)	This role will assess and implement a range of tasks relating to the financial operation of each charity from reviews of regulatory reports, creation of standard year-end templates & supporting accounting treatment for the rationalisation and/or mergers of inactive charities.	49,000
Project Manager (from 23/09/2019 – 31/03/2020)	To assess the scope for streamlining charities, in consultation with expert officers within the City Corporation, in order to create greater efficiencies and effectiveness and to make recommendations to the CGO in relation to opportunities to consolidate activity.	15,000
Legal Support (01/10/2019 - 31/03/2019)	This will fund the internal legal support from Comptrollers and any external legal advice required to undertake the Charities review. The legal team will undertake any necessary research to support the review process, engaging with officers, the Charity Commission and charity trustees, as required.	50,000
Infrastructure	Provision of 3 laptops & other office equipment.	1,000
Contingency		5,000
Total		125,000

Members will be updated on progress made and next steps during the life of this project. Funding requirements for 2020/21 for work to be undertaken after the initial 6-7 months, will be built into budget requests for that year. This will cover the anticipated life-span of this project, being 18 months in length.

RESOLVED – That approval was given to:

That the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Finance Committee approve the following:

An allocation of £125,000, sourced from the 2019/20 Finance Committee Contingency Fund, to fund the resources (in table 1) for the 6/7 months remaining of financial year 2019/20.

Contact:

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