

FINANCE GRANTS OVERSIGHT AND PERFORMANCE SUB COMMITTEE

Thursday, 21 July 2016

Minutes of the meeting of the Finance Grants Oversight and Performance Sub Committee held at Guildhall on Thursday, 21 July 2016 at 10.00 am

Present

Members:

Simon Duckworth (Chairman)
Philip Woodhouse (Deputy Chairman)
Randall Anderson
Nicholas Bensted-Smith
Nigel Challis
Deputy Jamie Ingham Clark
Alderman Prof. Michael Mainelli
Jeremy Mayhew
Alderman William Russell

In Attendance

Alderman Alison Gowman - Chairman of the City Bridge Trust

Officers:

Steven Reynolds - Chamberlain' Department
Neil Davies - Town Clerk's Department
David Farnsworth - Chief Grants Officer
Scott Nixon - Town Clerk's Department
Emily Rimington - Comptroller and City Solicitor's Department

Before commencing the business on the agenda, the Chairman advised Members that the Finance Committee had met on 19 July 2016 and agreed to change the name of the former Finance Grants Sub Committee to the '*Finance Grants Oversight and Performance Sub Committee*'.

The Finance Committee had also appointed Mr Simon Duckworth as Chairman and Mr Philip Woodhouse as Deputy Chairman.

1. APOLOGIES

Apologies were received from Deputy John Barker, Deputy Roger Chadwick and Greg Lawrence.

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

There were no declarations.

3. **MINUTES**

The minutes and non-public summary of the former Finance Grants Sub Committee held on 17 November 2015 were approved.

Members noted that the new Chairman had not been in attendance but some of those Members present today had been.

Matters arising

- Further to a recent article in 'The Observer', in respect of the Sylvia Pankhurst Statue, Members were reminded that a grant of £10,000 would be awarded once the remaining £90,000 had been confirmed.
- There was an update in respect of the delegated decision in the non-public agenda and in the non-public minutes.
- The additional information requested from an applicant had since been received.

4. **UPDATE ON ENGAGEMENT WITH PREVIOUS FINANCE GRANTS SUB-COMMITTEE GRANTEES**

The Committee received a report of the Chief Grants Officer in respect of the engagement with previous Finance Grants Sub-Committee grantees. Members noted that this would be the last piece of work undertaken by Mrs Barbara Riddell. The Town Clerk would be writing to Mrs Riddell to thank her for many years' service to the Finance Grants Sub Committee. The new Finance Grants Oversight and Performance Sub Committee also asked for their thanks and best wishes to go on record.

During the discussion, the following matters were raised/noted:

- Of the twelve entities listed in paragraph 10 of the report, one 'funder-to-funder' organisation was flagged. Having regard to concerns about funding gaps, the Chief Grants Officer agreed to contact the organisation separately to discuss the Central Grants Programme and the City Bridge Trust 'Investing in Londoners' Grants Programme. The Chief Grants Officer agreed to check the eligibility of livery companies.
- The Corporate Grants Review had aimed to take the good practice of The City Bridge Trust, from the past 20 years, and apply it to the former Finance Grants Sub Committee, which had become somewhat fragmented. The review had rationalised the Sub Committee and implemented a more strategic programme.
- Further to the decision of the Finance Committee to agree interim staffing to support the Central Grants Programme, the process of appointing a Senior Grants officer had started. This officer would attend all the new grant-giving Committees.

- There was now a dedicated web page in place, with email and telephone contact details provided for the Central Grants Unit. The Chief Grants Officer agreed to email the link to the webpage and details of the new contact to Members of the Sub Committee.
- As a result of the review, only one funding window had been missed but, going forward, there would be greater efficiency and transparency. Furthermore, the Town Clerk advised that there would be a continuum at today's meeting, arising from the receipt of the monitoring reports under agenda item 14, and the subsequent release of second/third phases of grants. The new Central Grants Programme would be open for business from 15th August 2016.
- It was noted that the Central Grants Programme would not follow the City Bridge Trust's historic practice of 'fallow years' in grant giving and this would allow grant giving under the Central Grants Programme to be more flexible. Members noted that the Education Board, which was due to meet later today, was the final grant-giving Committee to consider and agree the eligibility criteria specific to their funding theme.
- Pending this decision, and the decision of the Policy and Resources Committee on 8th September, in respect of the management fee and the decision in respect of the carry forward of any unspent Finance Grants Sub-Committee grants budget, the Sub Committee would receive a summary report. Members noted that this report would show the breakdown of funding between the new grant themes, including minimum and maximum grants, where these had been set by the relevant grant-giving Committee. The Chief Grants Officer advised that the four grant-giving Committees would not receive equal funding allocations.
- It was noted that, where grants were made from charitable funds, the grants must be made in accordance with the objectives of that particular charity.
- The Chairman of the City Bridge Trust was in attendance and welcomed the report and approach.

RESOLVED, that – the outcomes of the engagement work undertaken by the Grants Management Consultant be noted.

5. **CENTRAL GRANTS PROGRAMME**

The Sub Committee received two reports of the Chief Grants Officer in respect of the Central Grants Programme:

- a) The Grant Management Process; and
- b) The Performance Management Framework.

The Chairman suggested that these items be taken together.

In respect of the new Terms of Reference of the Finance Grants Oversight and Performance Sub Committee, Members agreed that the appointment of Chairman and Deputy Chairman would need to be amended to say: *‘to be nominated by the Chairman and approved by the Finance Committee.’* The first point in the Terms of Reference should be explicit in that - *‘for all grants’*, should be followed with - *‘excluding the City Bridge Trust’*.

In respect of performance assessment, it was suggested that this be made more explicit in terms of impact assessment, output tracking and monitoring processes and include statistical analysis. Members also noted The City Bridge Trust’s good practice in using ‘secret shoppers’. Furthermore, the Chief Grants Officer advised that he had been working with Trust for London and would track the longer term impacts. In addition, each grant-giving Committee would be asked to produce impact reports and they would be reported to this Sub-Committee. Members noted that this additional information would be included as part of the 2018 Review of Grants (which will align with City Bridge Trust’s next quinquennial review).

The Finance Grants Oversight and Performance Sub Committee would also receive a gap analysis on those grants not conforming with current eligibility criteria, in order to inform future grant eligibility.

Members noted that the Sub Committee would receive updates on the City Bridge Trust’s Quinquennial Review, including an executive summary of the research and the market analysis, in order to support its strategic oversight of the Central Grants Programme. Future meetings of the Sub Committee would also include consideration of performance management reports.

A Member offered to provide details of work he had done elsewhere in tracking the impact of grants.

Finally, the Chief Grants Officer highlighted the key milestones to be achieved between June and September. The Chairman suggested that the timeline for meetings over the current year be December 2016; April and July 2017.

RESOLVED, that -

1. The processes to be implemented by the Central Grants Unit be noted.
2. A note of the new Central Grants Programme be sent to Members of the Sub Committee, summarising the funding available and decisions made by the new grant-giving Committees.
3. The key milestones leading to the launch of the Central Grants Programme be noted.
4. The Central Grants Programme Performance Management Framework be approved subject to the comments set out above.
5. The proposed annual reporting cycle be approved, subject to the timeline variation set out above for an initial period.

6. **BENEFITS IN KIND REPORTING**
The Sub Committee considered and approved a report of the Chief Grants Officer, noting a non-public appendix at agenda item 11.
7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.
8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
There were no items of urgent business.
9. **EXCLUSION OF THE PUBLIC**
RESOLVED – that, under Section 100 (A) of the Local Government Act 1972, the public be excluded from the following items on the grounds that they may involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

Item No	Paragraph no
10-15	3
10. **NON PUBLIC MINUTES**
The non-public minutes of the meeting held on 17th November 2015 were approved, subject to an amendment.
11. **BENEFITS IN KIND REPORTING**
The Sub Committee received a report of the Chamberlain.
12. **REPORTS OF GRANTS RECIPIENTS**
The Sub Committee considered and approved a report of the Town Clerk.
13. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**
The Sub Committee considered and approved a report of the Town Clerk.
14. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
There were no questions.
15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were no items of urgent business.

The meeting ended at 11.10 pm

Chairman
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