

Committee:	Date:
Establishment Committee	17 January 2016
Subject: City of London Corporation Staff Sports and Activities Club (COLSSAC)	Public
Report of: Town Clerk	For Decision
Report author: Scott Nixon, Head of Projects	

Summary

In March 2016, the Policy and Resources Committee agreed that all on-going funding commitments from the Finance Grants Sub-Committee would be transferred to the most appropriate Committee for on-going administration.

For all grants that had no set review date, it was requested that the funding commitment be reviewed and reported back no later than December 2016 to the Policy and Resources Committee via its managing Committee. Each funding allocation has now been reviewed and Policy and Resources Committee for final approval of the funding allocations and review dates.

Recommendation(s)

- To continue to provide funding to the COLSSAC, at a reduced rate of £11,225 per year, for the next three years (2017-2019).
- To agree that the next review of the funding take place after three years.

Main Report

Background

1. In March 2016, the Policy and Resources Committee received a report on the Effectiveness of Grants review.
2. Following the principle of committees having responsibility for grants relating to areas within their remit, it was agreed that the existing Finance Grants Subcommittee (FGSC) funding commitments be reallocated (as the terms of reference of the FGSC no longer allowed the issue or management of grant payments).
3. In the report submitted to the Policy and Resources Committee, a review process for each of the activities was built-in. The Committee agreed that all activities with no set review date must be reviewed by December 2016 by Establishment Committee and the outcomes reported back to the Policy and Resources Committee no later than December 2016 in order for funding to be continued.

4. The administration of the City of London Corporation Staff Social and Activities Club (COLSSAC) grant was transferred to the Establishment Committee. No changes are proposed to the Officers currently responsible for administration, management and reporting in respect of the COLSSAC.
5. In April 1998, the Establishment and Finance Committees agreed to make an annual grant of £13,675 for Sports clubs and £1,700 for the Children's Christmas Party, totalling £15,375. The grant is payable to the COLSSAC; with what each individual club within COLSSAC receives being agreed by representatives of all clubs at the COLSSAC AGM at the beginning of each financial year.
6. In November 2009, a further funding increase of £1,500 p.a. was agreed for two years, by Finance Committee to support the addition of two extra clubs.

City of London Staff Sports & Activities Club (COLSSAC)

7. COLSSAC is a staff members' club, consisting of a wide range of sports and activities clubs. The club is managed by a Committee that is elected annually by its members at the AGM.
8. The predominant objective of the COLSSAC committee is to encourage employees to engage in group sports and social activities. The COLSSAC therefore provides the resources and guidance to support members undertaking such activities, whilst also promoting the formation of new sports and activity clubs.
9. The club currently offers fourteen activities which are open to all employees: Badminton, Cycling, Football, Ladies Football, Golf, Karate, Keep Fit, Middle Eastern Dance, Netball, Pilates, Running Club, Table Tennis, Yoga and Body Conditioning.
10. As well as sports, COLSSAC also organises various events that give staff opportunities to socialise, such as an Open Table Tennis Championship (40 participants over 2 events), Annual Children's Party (150 guests), two Charity quiz nights (80 guests per night) and lately ran a very successful boat party on the Thames for COLSSAC staff members (150 guests). The funding for the boat party was secured from a third party grant funder.
11. The list of societies and clubs which currently benefit from the funding and their membership attendance information and frequency is shown in Appendix 1. Each club can, in addition, charge membership fees or other contributions from their members to help cover cost. The 2016/17 planned expenditure by club is provided in Appendix 2.
12. The distribution of the funding by COLSSAC is subject to approval by representatives of all of the various clubs, who receive statements at their annual general meetings. The level of allocation to each club is determined by

the resources required to perform the sporting activities which they promote. In general, the allocation contributes towards venue hire costs, equipment and fees for competitions. The diverse nature of sporting disciplines implies that there is some level of disparity of funding between clubs, e.g. venue hire for tennis is far cheaper than, say, for golf.

13. Club co-ordinators have confirmed that allocations are always subject to scrutiny and challenge by counterparts; however, they have undertaken to ensure the criteria for distribution of monies are set out clearly in published policy as a matter of best practice and to ensure that fairness is demonstrable in this process. This is to be presented and agreed at the next AGM.
14. In respect of new clubs, the club co-ordinators assess individual cases to ensure that associations that apply have got appropriate qualifications to engage in the activities (e.g. in the case of martial arts) or insurance, where appropriate.
15. In discussions, it has been pointed out to the club co-ordinators that it will be necessary to review the Committee funding on a more regular basis to ensure best practice, in this instance every three years. The intention is that during reviews, Members satisfy themselves that the objectives of the grants are being met and that as many staff benefit from this support.

Financial

16. The COLSSAC currently has a balance of £11,803 on account due to prudent management of the grant over recent years and the discontinuation of several clubs.

It is recommended that the sum of £33,675 for the next three years, 2017 to 2019 be approved. This equates to an average grant of £11,225 per year, which is a reduction of £5,640 per annum, which demonstrates good value considering the number of clubs and staff members that benefit.

Conclusion

17. The City of London Corporation staff have an excellent resource in the COLSSAC and staff volunteer a great amount of their personal time and resource to manage the scheme which would be lost should this grant not be approved.
18. The COLSSAC encourages interaction across teams and departments throughout the City of London Corporation and its objectives align closely with the objectives of Corporate HR's employee health and wellbeing strategy CityWell; which aims to establish a resilient health and wellbeing programme focusing on; Mental Health, Physical Activity and Social Wellbeing.

Background Papers

- Policy and Resources Committee, March 2016, 'Implementation of Grants Review'

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List of Appendices

Appendix 1 – Membership of clubs and attendance

Appendix 2 - COLSSAC Annual Grants

Appendix 1 - List of Clubs, Membership, Attendance, Frequency

Club	Total membership	Attendance on average (per lesson)	Lessons per week
Karate	30	8-16	3
Yoga	100	10-15	3
Golf	30	15-20	
Pilates	30	10-14	3
Table Tennis	25	6-8	2
Badminton	12	7-8	1
Football	25	6	1
Ladies Football	10	6	1
Netball	12	6	1
Middle Eastern Dance	7	6-7	1
Cycling Club	100		
Keep Fit	81	12-16	1
Body Conditioning	81	10-12	1
Total 543			

Appendix 2 – COLSSAC Annual Grants

Club	Amount (£)	Notes
Golf	2,500	Fees and charges
Yoga	260	Teaching insurance cover - £160 for two instructors, mats - £100 per annum
Badminton	1,340	Court Hire - £1,040, shuttles and rackets £300 per annum
Football	1,200	Three leagues at £1200 per annum
Table Tennis	350	To replace tables, bats and balls per annum
Karate	200	To replace kick bags and other miscellaneous items per annum
Middle Eastern Dance	725	Two workshops with Galit Mersand - £350, CD/DVDs - £30, JWAAD certification (1 pers) - £45, Training - £100, equipment - £200
Keep Fit	800	Training
Netball	1,590	Two summer leagues and one winter league
Children's Party	6,000	City's contribution to the Children's annual party.
Annual Music Licence	200	PRS Music Licence
Total	15,165	
Contribution required for three years	45,495	Total above x three
less Balance available on account	11,820	This is the balance in the COLSSAC account
Grant request for years 2017 to 2019	33,674	Total sum to request from Members for the next three years
Average grant per year	11,225	This is what the grant equates to per annum for the years 2017 to 2019