

THE CITY BRIDGE TRUST COMMITTEE

Thursday, 22 September 2016

Minutes of the meeting of The City Bridge Trust Committee held at Guildhall, EC2 on Thursday, 22 September 2016 at 1.45 pm

Present

Members:

Alderman Alison Gowman (Chairman)	Deputy the Revd Stephen Haines
Ian Seaton (Deputy Chairman)	Alderman Vincent Keaveny
Deputy Billy Dove	Edward Lord
Karina Dostalova	Wendy Mead
Stuart Fraser	

Chief Commoner Michael Welbank (in attendance)

Officers:

Philippa Sewell	-	Town Clerk's Department
Steven Reynolds	-	Chamberlain's Department
Karen Atkinson	-	Chamberlain's Department
Anne Pietsch	-	Comptroller and City Solicitor's Department
David Farnsworth	-	Chief Grants Officer
Sufina Ahmed	-	The City Bridge Trust
Mary Coulson	-	The City Bridge Trust
Ciaran Rafferty	-	The City Bridge Trust
Sandra Davidson	-	The City Bridge Trust
Martin Hall	-	The City Bridge Trust
Sandra Jones	-	The City Bridge Trust
Jack Joslin	-	The City Bridge Trust
Joan Millbank	-	The City Bridge Trust
Julia Mirkin	-	The City Bridge Trust
Shegufta Rahman	-	The City Bridge Trust
Tim Wilson	-	The City Bridge Trust
John Park	-	Communications Team

In Attendance:

- Justina Forristal, Teenage Cancer Trust
- Sean McFadden, St Giles Trust
- Aysha Tariq, The Clothworkers' Company

The Chairman welcomed the charities in attendance as well as new officers Karen Atkinson and Sufina Ahmad. She also thanked Steve Reynolds from the Chamberlain's Department. The Chairman went on to mention the plaudits the Trust had received in the Third Sector survey which showed that only two major grant makers hold their meetings in public, which was important at this time when trust in charities was dropping and more scrutiny being given to them.

1. **APOLOGIES**

Apologies were received from the Right Hon. the Lord Mayor Alderman the Lord Mountevans, Simon Duckworth, Marianne Fredericks, Deputy Stanley Ginsburg, Jeremy Mayhew, and Vivienne Littlechild.

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

Edward Lord declared a non-pecuniary interest in item 7e, East London Out Project, by virtue of receiving hospitality from them in the past.

Deputy Billy Dove declared a non-pecuniary interest in item 7l, St Peter's Bethnal Green, as it was a benefice of the City of London Corporation.

Ian Seaton declared a non-pecuniary interest in item 7s, St Giles Trust, by virtue of his Livery Company supporting them.

Karina Dostalova declared a non-pecuniary interest in item 7m, Age UK Richmond Upon Thames, by virtue of being the City of London Corporation's representative on the London body.

3. **MINUTES**

RESOLVED – That, subject to one clarification, the public minutes and non-public summary of the meeting held on 14 July 2016 be agreed as an accurate record.

4. **OUTSTANDING ACTIONS**

RESOLVED – That the Outstanding Actions update be noted.

5. **PROGRESS REPORT**

The Committee received the regular progress report of the Chief Grants Officer and discussed the updates provided, including:

Quinquennial Review

The Chief Grants Officer gave an update on staffing changes and introduced Sufina Ahmad, Head of Strategic Quinquennial Review. Ms Ahmad advised the Committee that she had begun meeting with the Trust's team and officers within the Corporation to learn more about their perspective on City Bridge Trust's work as well as external facing work with a small number of stakeholders, which would increase from October. Members noted that a more detailed project plan and Communications Strategy were being finalised, which would build on the proposals shared at previous committee meetings.

The City Bridge Trust 20th Anniversary

The Chief Grants Officer provided a summary of what was achieved in the year and what continued to be works in progress. Members noted that a substantive report about the work regarding strategic grants to support the voluntary sector ("The Way Ahead" report) would be brought to the Committee meeting in November, along with a draft strategy and implementation plan regarding the philanthropy work. A report on Funder Plus was well advanced and would be

presented soon (November/January). The work on employability was similarly on going for a future report before the end of the financial year.

Stepping Stones

Members noted that the third round of the Stepping Stones Fund was currently underway with 77 applications received, far higher than in previous rounds. Owing to this continued high demand, a paper would be brought to the November Committee meeting regarding the future of the project.

LGBT Seminar

Officers reported that the seminar had taken place on 21st July, and thanked Edward Lord for his work in organising and chairing the event. Feedback from delegates was very positive, and some of the key suggestions would be taken forward in conjunction with Trust for London, London Councils and other key supporters, including Livery companies wherever possible.

RESOLVED – That the report be noted.

6. RISK REGISTER FOR BRIDGE HOUSE ESTATES

Members received a report of the Chamberlain regarding the key risks register for Bridge House Estates (BHE). Three risks had been identified as relating to the services overseen by the City Bridge Trust Committee. Members noted the last Audit Review was completed in 2012, and the Chamberlain undertook to find out when the next audit would be carried out. Members also considered the impact of Brexit on BHE and on co-funders and agreed that this should be picked up as part of the Quinquennial Review.

RESOLVED – That:

- a) it be confirmed that appropriate control measures are in place for the three risks currently on the register for the City Bridge Trust Committee;
- b) it be confirmed that there are no other risks relating to the services overseen by the City Bridge Trust Committee which should be added to the Bridge House Estates risk register; and
- c) the Chamberlain find out when the next audit of grants management and financial systems would be carried out.

7. GRANTS AND STRATEGIC INITIATIVES RECOMMENDATIONS AND ASSESSMENTS

In response a Member's query, officers advised that all grant applicants were reviewed thoroughly before being brought to the Committee for approval, including whether pay levels of key personnel were reasonable and justified. The Chamberlain advised this was also part of the published accounts when over a certain threshold.

7a Afghan Association Paiwand

APPROVED - £90,000 over three years (3 x £30,000) for the costs of ESOL pre-entry level 1 and 2 classes and including the costs of achieving City & Guilds accreditation.

7b Baytree Centre

APPROVED - £108,900 over three years (£36,300, £36,300, £36,300) towards the salary of ESOL tutors (36 hours per week) and towards the part-time salary of a project coordinator (4 hours per week) and associated project costs for the English Breakthrough project at the Baytree Centre.

7c School Food Matters

APPROVED - £88,840 over three years (£29,500; £29,380; £29,960) for project management and associated costs of the 'Know your Onions' project.

7d Church of England's Children's Society

APPROVED - £180,000 over three years (3 x £60,000) for the Boys & Young Men project In London, to fund a full-time Project Worker, 9 hours per week of the Service Manager, and related activity and support costs.

7e East London Out Project

In response to a Member's request, officers undertook to speak with the organisation about the terminology used on their publicity material.

APPROVED - £147,470 over three years (£48,320; £49,550 and £49,600) for the salary of a full-time Administrator; costs of supporting volunteer counsellors; and overheads of a counselling service. The grant in year one is to be released in quarterly instalments subject to receipt of satisfactory management accounts.

7f Groundswell Network Support UK

APPROVED - £135,000 over three years (£35,000; £50,000; £50,000) to contribute to the full time salary of the Project Manager, staff and volunteer training and associated running costs for the Mental Health 'Homeless Health Peer Advocacy' (HHPA) project.

7g Highbury Roundhouse Youth and Community Centre

APPROVED - £100,000 for access works to a purpose built community centre on its existing site.

7h Kith & Kids

APPROVED - £126,000 over three years (£41,000, £42,000, £43,000) for the full-time salary of an Adult Services Coordinator, together with associated project running costs.

7i Noah's Ark Children's Hospice

APPROVED - £120,000 over three years (3 x £40,000) for the salary of a pit (3 days per week) Music Therapist plus 2 days per week of a Drama & Movement Therapist, plus related activity costs for work with London children with complex needs and disabilities.

7j Play, Adventure and Community Enrichment (PACE)

APPROVED - £96,500 (£31,400; £31,500; £33,600) towards the Artist In Training programme costs for session salaries and running costs (excluding evaluation) specifically to benefit disabled children.

7k South London Fine Art Gallery and Library

APPROVED - £100,000 towards access works, including installation of a platform lift and contributing to the costs of accessible toilets and power-assisted doors.

7l St Peter's Bethnal Green

APPROVED - £87,620 for access improvements to St Peter's Bethnal Green.

7m Age UK Richmond Upon Thames

Members asked officers to produce a summary of which local Age UK groups have been funded by the Trust over the last 5 years, and how other larger bodies with different structures are supported by the Trust.

APPROVED - £102,000 over three years (£33,000; £34,000; £35,000) towards the salary of a part-time Community Services Co-ordinator (1 day per week) and related activity and support costs for a project working with isolated older people aged 75 plus.

7n Chinese National Healthy Living Centre

APPROVED - £80,000 over two further years (2 x £40,000) for the salary of a full-time Co-ordinator plus running costs of the London Chinese Dementia & Alzheimer's Project, conditional on the receipt of a satisfactory report for the final year of the current grant.

7o Cardinal Hume Centre

APPROVED - £108,900 (3 x £36,300) over three years for the salary and on-costs of a full-time Housing Advice Worker.

7p Crosslight Advice

APPROVED - £95,700 over 3 years (£31,000, £31,900, £32,800) for the full time salary of the Operations Manager.

7q Haringey Migrant Support Centre

APPROVED - £63,000 over three years (£19,000, £20,000, £24,000) towards the part-time Destitution Coordinator 2 days per week and a contribution towards the part-time Centre Coordinator 2 days per week, and associated project running costs.

7r Chaos Theory

APPROVED - £99,700 over three years (£32,400; £33,200; £34,100) for a full time Outreach Worker and associated running costs and overheads.

7s St Giles Trust

APPROVED - £150,270 over three years (£44,470, £52,100, £53,700) for the salary of the full-time WIRE Complex Needs Support Worker and associated project costs.

7t **Community Links Bromley**

APPROVED - £66,750 over two years (£35,250; £31,500) towards project delivery, including tutors' fees, venues and materials, project management and on-costs.

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

8a **Applications recommended for rejection**

The Committee considered a report of the Chief Grants Officer, which recommended that thirty seven grant applications be rejected for the reasons identified in the schedule attached to the report. Members queried how far smaller charities could get in the application process before being rejected, and officers advised that the eligibility criteria was publicised widely and was inbuilt on the online application process. Members queried whether charities could be reimbursed for their time, and officers undertook to consider proportionate grant-making as part of the Quinquennial Review.

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

8b **Grants/expenditure considered under Delegated Authority**

The Committee received a report of the Chief Grants Officer which advised Members of seven expenditure items, totalling £338, 517, 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.

8c **Unsuccessful Stepping Stones applications**

The Committee received a report of the Chief Grants Officer, which outlined forty seven grant applications to the Stepping Stones fund that had been rejected for the reasons identified in the schedule attached to the report.

RESOLVED – That the report be noted.

8d **Withdrawn & Lapsed applications**

The Committee received a report of the Chief Grants Officer which provided details of six applications which had been withdrawn and three which had lapsed.

RESOLVED – That the report be noted.

8e **Variations to grants awarded**

The Committee received a report of the Chief Grants Officer which provided details of four applications where variations had been agreed since the last meeting.

RESOLVED – That the report be noted.

8f **Report on monitoring visits**

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

RESOLVED – That the report be received.

8g **Events attended**

The Committee noted a report of the Chief Grants Officer regarding the key meetings and events attended by Members and officers since the last meeting.

RESOLVED – That the report be noted.

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

Members queried whether the Trust still facilitated conferences bringing together charities and funding bodies working in the same sector. Officers advised these still occurred, referencing the LGBT Seminar in July, and undertook to review the areas suggested by Members including ex-offenders and mental health.

A Member raised a query on the possibility of awarding surplus funds at year end to the Evening Standard's campaign on food waste. Officers replied that a more effective approach would be to consider relevant, established organisations already supported by the Trust in this field.

10. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS TO BE URGENT**

There was no other business.

11. **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.

Item No.	Exempt Paragraphs
12-13	3
14-15	-

12. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on 14 July 2016 be agreed as an accurate record.

13. **PIPELINE OF PRO-ACTIVE STRATEGIC GRANTS**

The Committee received a report of the Chief Grants Officer outlining the pipeline for strategic grants.

14. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE 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 was no other business.

The meeting ended at 3.00 pm

Chairman

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