



Finance Grants Sub Committee

Date: THURSDAY, 21 JULY 2016
Time: 10.00 am
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Randall Anderson
Deputy John Barker
Nicholas Bensted-Smith
Deputy Roger Chadwick
Nigel Challis
Simon Duckworth
Deputy Jamie Ingham Clark
Gregory Lawrence
Alderman Professor Michael Mainelli
Jeremy Mayhew
Alderman William Russell
Philip Woodhouse

Please note that the Chairmanship and Deputy Chairmanship of the Sub-Committee is subject to a report to be considered by the Finance Committee on 19 July 2016, prior to the Sub-Committee's meeting.

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NB: Part of this meeting could be the subject of audio video recording

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THIS AGENDA**
3. **MINUTES**
To agree the public minutes and non-public summary of the former Grants Sub Committee held on 17th November 2015.

For Decision
(Pages 1 - 4)
4. **UPDATE ON ENGAGEMENT WITH PREVIOUS FINANCE GRANTS SUB-COMMITTEE GRANTEES**
Report of the Chief Grants Officer.

For Information
(Pages 5 - 8)
5. **CENTRAL GRANTS PROGRAMME**
 - a) **Grants Management Process**
Report of the Chief Grants Officer. (Pages 9 - 14)
For information
 - b) **Performance Management Framework**
Report of the Chief Grants Officer. (Pages 15 - 24)
For Decision
6. **BENEFITS IN KIND REPORTING**
Report of the Chief Grants Officer.
To be considered in conjunction with agenda item 13.

For Information
(Pages 25 - 28)
7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
9. **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

10. **NON PUBLIC MINUTES**
To approve the non-public minutes of the former Finance Grants Sub Committee held on 17th November 2015.

For Decision
(Pages 29 - 32)
11. **BENEFITS IN KIND REPORTING**
Report of the Chamberlain.
To be considered in conjunction with agenda item 6.

For Information
(Pages 33 - 48)
12. **REPORTS OF GRANTS RECIPIENTS**
Report of the Town Clerk.

For Information
(Pages 49 - 52)
13. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**
Report of the Town Clerk.

For Information
(Pages 53 - 54)
14. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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FINANCE GRANTS SUB (FINANCE) COMMITTEE

Tuesday, 17 November 2015

Minutes of the meeting of the Finance Grants Sub (Finance) Committee held at Guildhall on Tuesday, 17 November 2015 at 11.30 am

Present

Members:

Roger Chadwick (Chairman)
Jeremy Mayhew (Deputy Chairman)
Deputy John Barker
Nicholas Bensted-Smith
Nigel Challis
Jamie Ingham Clark
Alderman Vincent Keaveny
Philip Woodhouse

In Attendance

Officers:

Peter Kane	- Chamberlain
Steven Reynolds	- Chamberlain's Department
Emily Rimington	- Comptroller and City Solicitor's Department
Barbara Riddell	- Independent Grants Assessor
Julie Mayer	- Town Clerk's

1. APOLOGIES

Apologies were received from Randall Anderson (on account of his attendance at another Committee); Simon Duckworth and Clare James.

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

There were no declarations.

3. MINUTES

The minutes of the Finance Grants Sub Committee held on 12 May 2015 were approved.

4. GUIDELINES FOR GRANTS

The Sub Committee noted the guidelines to be observed when considering grant applications.

5 QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE

In response to a question, the Chamberlain advised that all successful applicants must submit their signed off annual accounts, which must also be submitted to the Charities Commission within 10 months of their approval.

6. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

Members noted that grant recipient, Clio's Company would be holding an open day on 23rd November at All Hallows, near the Tower of London and all Members were invited.

7. EXCLUSION OF THE PUBLIC

RESOLVED – that: under Section 100 (A) of the Local Government Act 1972, the public be excluded from the meeting, for following items of business, on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12 A of the Local Government Act.

Item No(s)	Para No(s)
8 - 10	3

8. NON-PUBLIC MINUTES

The Non-public Minutes of the Meeting held on 12 May 2015 were approved.

9. GRANT APPLICATIONS

The Sub Committee received a joint report of the Chamberlain and the Town Clerk, outlining applications for Finance Grants Sub Committee assistance.

RESOLVED, that:

The following applications be agreed and funded from City's Cash

Kings Square Community Nursery

A grant of up to £5,700, subject to receipt of a satisfactory estimate for the cost of an interactive whiteboard and equipment for the nursery's forest school activities

Sylvia Pankhurst Memorial Committee

A grant of £10,000, towards the cost of a permanent life size statue of Sylvia Pankhurst on Clerkenwell Green.

NB. The grant to be awarded once the rest of the funding (i.e. £90,000) had been secured. Members noted that the residual business in respect of this grant would be reviewed by the Finance Committee.

One application was deferred for a delegated decision.

The following applications not be agreed as, at this time, Members did not consider them to be the most appropriate use of funds:

Happy Days Children's Charity	A grant for day trips and respite breaks for London children with special needs and disabilities.
The Irene Taylor Trust	A grant towards the costs of two 5 week projects with 30 young people in Tower Hamlets to help them into training and employment.
GoodGym	A grant towards the first two years costs of establishing GoodGym in the City of London.
Diversity Role Models	A grant towards the costs of workshops held in primary and secondary schools designed to challenge stereotypes and prejudice.

10. MONITORING REPORTS FROM RECIPIENTS OF GRANTS

The Sub Committee considered and approved a report of the Town Clerk.

11. BENEFITS IN KIND

The Sub Committee considered and approved a report of the Chamberlain.

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

There were no questions.

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

The Sub Committee considered one item.

The meeting ended at 12:35 pm

Chairman

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Committee Finance Grants Sub Committee	Dated: 21/07/2016
Subject Update on engagement with previous Finance Grants Sub-Committee Grantees	Public
Report of: Chief Grants Officer	For information
Report author: Scott Nixon, Project Manager	

Summary

As part of the Service Based Review (SBR), a comprehensive review of the effectiveness of the City Corporation's grant-making was completed. The aim 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 recommendations arising from the review were endorsed by the Policy and Resources Committee in May 2015, resolving that 'the proposed change of approach to grant giving as set out in the report be approved'. The report was subsequently supported by Committees affected by the proposed recommendations and further updates were provided to Policy and Resources Committee in November 2015 and the Court of Common Council in January 2016.

At its 9 June 2015 meeting, the Finance Committee agreed to relinquish its direct grant-giving role (exercised through the Finance Grants Sub-Committee) and adopt a strategic oversight and performance management role in respect of City Corporation Grants programmes.

In order to communicate these changes to both previous and existing grantees and conclude the work of the Finance Grants Sub-Committee, Barbara Riddell, the Grants Management Consultant who has worked for this Sub-Committee for 15 years and assessed all grant applications was commissioned in May 2016, with the task of contacting a list of pre-agreed organisations in June 2016.

This report details the outcomes of the Consultants engagement.

Recommendation

- To note the outcomes of the engagement work undertaken by the Grants Management Consultant

Background

The Grants Management Consultant was fully briefed and requested to:

- Contact all organisations that had received a grant from Finance Grants Sub-Committee between November 2013 and November 2015 (unless otherwise agreed) and brief them on changes underway to the grant giving approach of the City of London Corporation.

- Engage via the telephone as preferred means of contact, with email follow up or face to face meetings to be completed if required, so as to provide further advice, guidance and information on interim or alternative funding sources as necessary.
- Provide a short report once all organisations had been contacted, highlighting any relevant comments received during contact.
- Collate the contact details of those organisations wishing to receive details on the new Central Grants Programme and forward them to the Central Grants Unit.

Main Report

1. Members of this Sub-Committee are requested to note the below report on the engagement undertaken with former Finance Grants Sub-Committee grantees, as provided by the Grants Management Consultant, Barbara Riddell.

Engagement Report – By Barbara Riddell, Grants Management Consultant

2. This brief report is intended to complete the work of the Finance Grants Committee following its last meeting in November 2015. As the adviser to the committee for at least the last 15 years I have been asked to contact all organisations that have received a grant from Finance Grants Sub-Committee between November 2013 and November 2015 and brief them on the proposed changes to the grant giving approach of the City of London Corporation.
3. I contacted all the organisations listed by telephone, told them that Finance Grants Sub Committee will no longer have a grant giving function and gave them as much advice as I could on interim or alternative funding sources.
4. I explained to organisations that the City of London Corporation had recently undertaken a review of all of its grant-making activity with the primary aim of increasing the overall impact of the Corporation's grant-making and ensuring that future grants will be managed more efficiently and effectively "thus improving the consistency and quality of the customer experience."
5. I also explained that although no funding will be available at present, a new Central Grants Programme will draw together all existing pots of funding through the various charities, trusts and grant programmes.
6. Unsurprisingly all the organisations contacted expressed a strong interest in being contacted as and when the new Central Grants Programme is established. Although I was able to tell them about the 4 suggested funding themes a recurring question was to what extent eligibility for future funding was to be dependent on a City of London connection.
7. All the organisations I contacted expressed real appreciation for receiving a personal contact and for the opportunity to hear about the changes to grant-giving from someone they knew. Many organisations asked me to convey their warmest thanks to the City Corporation for the grants they had received in the past.
8. I emphasised that even if the Finance Grants Committee had continued to make grants there would not have been any automatic expectation of future grants. This is

understood by organisations. The exceptions to this are St Paul's Chorister Trust, Dr Johnson's House and the Sheriffs and Recorders Fund which have all received revenue grants for many years. For these organisations an expectation of a further grant is not unreasonable although they appreciate that grants may not be renewed.

9. It has been a pleasure to work for the Finance Grants Committee over 16 years and to have had the opportunity to meet so many effective and successful charities and voluntary organisations. I also want to express my appreciation to the excellent and supportive clerks who have all taken such a keen and intelligent interest in the range and variety of applications we have received over the years.

10. Below is a list of those organisations contacted for the purposes of this engagement work:

- The Sheriffs' and Recorder's Fund
- The Foundling Museum
- St Paul's Chorister Trust
- Clio's Company
- Dr Johnson's House
- Crisis UK
- Quaker Homeless Action
- Personal Support Unit
- Solace Women's Aid
- Stuart Low Trust
- The Parent House
- Royal Shakespeare Company

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Committee Finance Grants Sub Committee	Dated: 21/07/2016
Subject Central Grants Programme – Grant Management Process	Public
Report of: Chief Grants Officer	For information
Report author: Scott Nixon, Project Manager	

Summary

With the Finance Grants Sub-Committee terms of reference now amended so that a more strategic oversight of the City of London Corporation Central Grants Programme can be taken, this report provides an overview of the grant management processes to be implemented by the Central Grants Unit, under the direction of the Chief Grants Officer. In so far as possible, the proposed processes draw on and align with those employed by the City Bridge Trust.

A summary of the key milestones to be achieved between June and September 2016 have been provided to update Members on the momentum of the Grant Programme implementation.

Recommendations:

- To note the processes to be implemented by the Central Grants Unit.
- To note the key milestones leading to the launch of the Central Grants Programme.

Background

In March 2016, the Resource Allocation Sub-Committee and 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.

As a result of the proposals made to Resource Allocation Sub-Committee and Policy and Resources Committee it was agreed that:

- a) Four grant programmes were in scope for immediate centralised administration.
- b) Four overarching funding themes for the grant programme (for 2016-2018) would be established;
- c) The geographical area for the consolidated grants programme or individual themes would be left to the discretion of the decision making Committees;
- d) The proposed allocation of funding across the four funding themes was approved;
- e) Grant programme arrangements would be reviewed in 2018 to align with City Bridge Trust's next quinquennial review.

In order to manage the Central Grants Programme effectively a new Central Grants Unit was proposed, co-located within the City Bridge Trust and managed by the Chief Grants Officer.

All grant giving committees are currently being consulted on their individual eligibility criteria. In parallel with this, all application processes and procedures are being developed to ensure that there is no delay to implementation.

Main Report

1. Organisations/Individuals eligible to apply for Grants

1.1 In order to ensure that organisations in receipt of funding through the Central Grants programme are able to effectively manage any grant award made to them; and to reduce any potential reputational risks to The City of London Corporation, applications will be only be invited from organisations that fall into one of the following categories:

- Registered charity
- Registered Community Interest Company
- Registered Charitable Incorporated Organisation
- Charitable company (incorporated as a not-for-profit)
- Exempt or excepted charity
- Registered charitable industrial and provident society or charitable Cooperative (Bencom)
- Constituted voluntary organisation

1.2 Should an individual wish to submit an application, they would be requested to apply for funding through a constituted group or organisation, residents' association or charity who will be able to support and countersign their application and therefore have "ownership" of the project, and be legally responsible for its delivery.

1.3 The one exception to this is that applications from individuals will be accepted through the 'Education and Employment' theme, due to the nature of the City Educational Trust Fund and the Combined Education Charity, which supports both students and teachers.

2. Opening and Closing Dates

2.1 Once all four grant-giving committees have been consulted and the number of annual grant rounds per funding theme is confirmed, a timetable of staggered opening and closing dates will be developed. This will ensure that the Central Grants Unit is not overloaded with applications at any one particular time throughout the year.

2.2 The opening and closing dates will be published online once confirmed.

3. Minimum and Maximum Grant.

3.1 The minimum grant award proposed across all four funding themes is £500. A minimum threshold has been proposed, mindful of resourcing.

3.2 The maximum grant award permitted may vary across all funding themes, and will be decided by the four grant-giving Committees in July 2016.

4. Application Process.

- 4.1 To apply for a Central Grant Programme grant, applicants will need to complete an online application form by the corresponding deadline and submit this electronically with their supporting documents to the City of London Corporation Central Grants Unit.
- 4.2 All application forms will be completed through an online City of London Corporation grants web portal. Applicants will be requested to register online, complete all necessary information electronically and submit. Due to the number of anticipated applications and in the interest of fairness, the Central Grants Unit will only consider one application from an organisation at any one time.
- 4.3 Two application forms will be in use for the Central Grants Programme. The first will be used for the 'Open Spaces and the Natural Environment', 'Stronger Communities', and 'Inspiring London through Culture' funding themes which will be orientated towards constituted organisations. The second will be used for the 'Education and Employment theme' as it will primarily be focused on individuals and require bespoke questioning within the application form.
- 4.3 Application forms in large print, Braille or audio tape will be made available on request.

5. Application Assessment.

- 5.1 Once an online application and all supporting documents have been received, it will be assessed by the Central Grants Unit. A Grants Officer will liaise directly with each applicant to ensure all required information is provided to support their application.
- 5.2 Applications will be acknowledged automatically upon submission of the electronic application form. If an application is incomplete it will be returned to the applicant who will be given a further 10 working days to provide the missing information. Applications that are incomplete or deemed ineligible after this 10 day window will be rejected by the Central Grants Unit and not submitted to the corresponding grant-giving Committee or Officer assessment panel.
- 5.3 A Grants Officer may arrange to visit an organisation as part of the application assessment process, with an Officer from the corresponding department when their specific skills and expertise may be required.
- 5.4 Once a full assessment against the eligibility criteria has been undertaken by the Grants Officer and all legal or financial aspects have been clarified and approved, the funding requests will be forwarded to the corresponding Committee or officer assessment panel. Each Committee will be provided with a standardised report detailing all applications, together with the available budget. Based on this the Committee will be charged with approving or rejecting applications as appropriate.
- 5.4 The timescale to process applications may vary as the quantity of applications to be received is still unknown; however, the Central Grants Unit will aim to ensure that all applications are assessed within 12 weeks of the published closing date. Organisations will be requested to take into account this timetable when planning their projects.

5 Successful Grant Applications.

- 5.1 If an application is successful, an initial offer letter detailing the level of grant awarded will be issued. This may contain special conditions relating to the grant award or pre-agreement grant conditions as determined by the grant-giving committee.
- 5.2 Standard grant acceptance terms and conditions will be issued which should be signed and returned within 20 working days.
- 5.3 Once all documentation has been received and approved, the organisation would be required to formally request payment of their grant award. They will be unable to start their project until the Central Grants Unit have received, checked and approved all information requested.

6. Unsuccessful Grant Applications.

- 6.1 Due to the limited budget available and the number of applications for funding likely to be received, it will be made clear to applicants that grants will be issued on a discretionary basis, that there will be no appeal process and that the decision of the City of London Corporation will be final. Verbal feedback will be provided to any applicants who request it, in line with City Bridge Trust procedures.
- 6.2 An overview of the unsuccessful applicants will be reported to this committee.

7. Monitoring and Evaluation of Grants.

- 7.1 If a Committee agrees to fund a project or service, the organisation in receipt of the award will be requested to complete an end of grant monitoring report to confirm how the grant has been spent and what was achieved. This will facilitate the reporting process to this Committee.
- 7.2 This monitoring form will be completed and submitted through an online portal and be evaluated by the Central Grants Unit. All reports received will be graded 'Very Good', 'Good', 'Satisfactory' or 'Poor'.
- 7.3 Should it be deemed necessary, a face to face visit to check how the grant is being spent will be made by a Grants Officer and should any risks associated with project delivery be identified throughout the course of the project, an unannounced compliance visit may be undertaken.
- 7.4 Organisations may reapply for funding to deliver a continuation of the same project however they will need to have satisfactorily met all grant monitoring requirements before applying again.

8. Support with Applications

- 8.1 All applicants that are unsure about whether to submit an application would firstly be signposted to the eligibility criteria on the City of London Corporation website. Should organisations have an enquiry that is not covered within the online criteria, they will be able to contact the Central Grants Unit directly via a dedicated e-mail address and phone number who will respond to general queries regarding the application process.

8.2 Organisations may also attend a Grant Officer led workshop held either at the Guildhall complex or in a community based location; dates for which will be publicised on our website throughout the year.

9. Key Milestones to Launch of Central Grants Programme

9.1 A summary of the key dates and activities to be delivered between June and October 2016 is provided below:

Month	Milestone
June 2016	All Committee terms of reference changes with regards to the transfer of management of charities approved by the Court of Common Council.
July 2016	The carrying Forward of any unspent Finance Grants Sub-Committee grants budget to be approved by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub-Committee.
	All Grant Giving committees to consider and agree the eligibility criteria specific to their funding theme.
	Application form completed and uploaded to Online platform in anticipation of Grants programme launch in August.
	Update on the Central Grants Programme to be included in the Members Briefing e-bulletin.
August 2016	Opening and closing dates for all funding themes agreed and all grant assessment committee dates established for the year ahead.
	Web portal and online application process goes 'live' for the Central Grants Programme.
	Grants Programme opens to applications.
September 2016	Report to be submitted to the Policy and Resources Committee to consider the revised proposals for the Central Grants Unit staffing and resource levels

Background Papers:

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

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Committee Finance Grants Sub Committee	Dated: 21 July 2016
Subject Central Grants Programme - Performance Management Framework	Public
Report of: Chief Grants Officer	For Decision
Report author: Scott Nixon, Project Manager	

Summary

This report proposes a Performance Management Framework for the Central Grants Programme for Members of this Committee to review and discuss.

Recommendations:

- To review and discuss the Central Grants Programme Performance Management Framework and provide feedback (refer to Appendix 2).
- To review the proposed annual reporting cycle and provide feedback (refer to Appendix 3).

Background

At its 9 June 2015 meeting, the Finance Committee agreed to relinquish its direct grant-giving role (exercised through the Finance Grants Subcommittee) and adopt a strategic oversight and performance management role in respect of City Corporation Grants programmes.

To exercise this role, amendments to the Terms of Reference of the Finance Grants Subcommittee were proposed and subsequently approved by the Finance Committee in January 2016. (For Information purposes, the Terms of Reference are provided as Appendix 1).

Main Report

In order for the Finance Grants Subcommittee to perform its scrutiny and performance management role in relation to the Central Grants Programme effectively, this report proposes a Performance Management Framework (refer to Appendix 1) and a Reporting Cycle for Members to review and discuss (refer to Appendix 1).

Once the framework has been agreed by Members of this Committee, both will be implemented.

Appendices:

Appendix 1: Finance Grants Subcommittee Terms of Reference

Appendix 2: Central Grants Programme Performance Management Framework

Appendix 3: Reporting Cycle - Overview

Background Papers:

- Policy and Resources Committee, March 2016, 'Implementation of Grants Review'.
- Finance Committee, January 2016, 'Revision to Terms of Reference'.

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Appendix 1

Finance Grants Sub-Committee – Terms of Reference

- Chairman - Chairman of the Finance Committee
- Deputy Chairman - Deputy Chairman of the Finance Committee
- Up to 10 Members of the Finance Committee appointed by the Finance Committee

Terms of Reference

- To provide strategic oversight of the City of London Corporation Charitable Grants Programme ('the Programme'), including reviewing progress, performance, impact against outcomes and risks for all grants
- To ensure the Programme is compliant with any obligations under the Local Government Transparency Code 2015 and the Equality Act 2010
- To approve and deploy a performance management framework in respect of the Programme
- To assess performance of the Programme against Charity Commission best practice guidelines
- To make recommendations to the relevant grant-giving Committees on any performance issues or issues with specific grants
- To provide the Resource Allocation Sub (Policy and Resources) Committee with an annual report regarding performance of the Programme and recommendations in setting the City's Cash and City Fund allocations to the Programme themes

Frequency of meetings

- Twice yearly in May and November

Appendix 2

The below table provides a summary of the proposed reporting activity for Finance Grants Subcommittee during one financial year.

Programme Area	Reporting area	Role of Finance Grants Subcommittee	Central Grant Programme – Data collection	Frequency of Reporting	Report to be collated by
Central Grants Programme	Quantitative Data & Trend Analysis	<ul style="list-style-type: none"> To receive and review the data gathered by the Central Grants Unit so as to better inform all Committee decision-making processes. 	To report and provide analysis of: <ul style="list-style-type: none"> The number of applications received by each grant-giving committee and applications approved. The total amounts awarded annually from the available budget, reported by sub theme. Number of grants awarded by London borough; and/or by beneficiary location. Equalities data overview 	Annual	Central Grants Unit
	Gaps Analysis	<ul style="list-style-type: none"> To review grants not conforming with current eligibility criteria in order to inform future grant eligibility 	To report and provide analysis of: <ul style="list-style-type: none"> Grant requests being received that do not comply with the existing eligibility criteria of the Central Grants Programme 	Annual	Central Grants Unit

Programme Area	Reporting area	Role of Finance Grants Subcommittee	Central Grant Programme – Data collection	Frequency of Reporting	Report to be collated by
	Performance Assessment	<ul style="list-style-type: none"> • To review performance trends, and provide strategic advice and guidance on ways to enhance and improve service delivery in terms of best practice. • To make recommendations to the relevant grant giving committees on performance issues with specific grants. • To assess performance of the Central Grants Programme against Charity Commission best practice guidelines. • To review and approve the annual report to be submitted to the Resource Allocation Sub (Policy and Resources) regarding performance of the 	<p>To report on and provide analysis of:</p> <ul style="list-style-type: none"> • All assessment/monitoring visits undertaken by the Central Grants Unit. • All grant monitoring reports submitted by grantees, utilising the existing grants outcome grading system– i.e. Very Good, Good, Satisfactory, Poor. • The conduct of the charities managed through the Central Grants Programme, highlighting any changes in management and issues relating to compliance with the charitable objects and Charity Commission guidelines. 	Annual	Central Grants Unit

Programme Area	Reporting area	Role of Finance Grants Subcommittee	Central Grant Programme – Data collection	Frequency of Reporting	Report to be collated by
		City of London Corporation Grants Programme to support the setting of City's Cash and City Fund allocations to corporate grants programmes.			
	Risk Assessment	<ul style="list-style-type: none"> To review any reported risks based on data presented; provide advice and guidance on how to mitigate any negative impact and instigate positive action as required. 	To report and provide analysis of: <ul style="list-style-type: none"> Any perceived risks associated with delivery of the Central Grant Programme, specific themes or individual grants made using a R.A.G rating system. Organisations applying for grants (to avoid duplication or issuing of multiple grants). 	Annual	Central Grants Unit
	Programme Evaluation and Assessment	<ul style="list-style-type: none"> To review all available data and suggest ways to strengthen the Grants Programme through revising or implementing new processes. 	To report and provide analysis of: <ul style="list-style-type: none"> All available data collated through the course of the year for Committee review. 	Annual	Central Grants Unit
	Charities and Trusts	<ul style="list-style-type: none"> To assess performance of the City of London 	<ul style="list-style-type: none"> Total budget awarded from City Corporation charities and trusts in 2016/2017. 	Annual	Central Grants Unit

Programme Area	Reporting area	Role of Finance Grants Subcommittee	Central Grant Programme – Data collection	Frequency of Reporting	Report to be collated by
		Corporation Grants Programme against Charity Commission best practice guidelines.	<ul style="list-style-type: none"> The Central Grants Unit to provide a narrative report on the various charities and trusts managed through the Central Grants Programme (in terms of demonstrating compliance with Charity Commission guidelines and any issues encountered.) 		
	Governments Transparency code	<ul style="list-style-type: none"> To ensure that the Central Grants Programme is compliant with all obligations through publishing details of all grants made to voluntary, community and social enterprise organisations. 	<ul style="list-style-type: none"> To ensure that for each identified grant, the following information is published as a minimum <ul style="list-style-type: none"> Date the grant was awarded Time period for which the grant has been given Details of who awarded the grant Beneficiary Beneficiary's registration number Summary of the purpose of the grant Amount 	Twice yearly following committee.	Central Grants Unit
	Equality Act 2010	<ul style="list-style-type: none"> To ensure that all procedures are in line with the Equalities Act 2010. 	<ul style="list-style-type: none"> Central Grants unit to provide a narrative report on any issues raised in terms of Equalities Act compliance. <p>Note: To ensure no discrimination on grounds of:</p> <ul style="list-style-type: none"> race 	Annual	Central Grants Unit

Programme Area	Reporting area	Role of Finance Grants Subcommittee	Central Grant Programme – Data collection	Frequency of Reporting	Report to be collated by
			<ul style="list-style-type: none"> • sex • sexual orientation (whether being lesbian, gay, bisexual or heterosexual) • disability (or because of something connected with their disability) • religion or belief • being a transsexual person • having just had a baby or being pregnant • being married or in a civil partnership (this applies only at work or if someone is being trained for work), and • age (this applies only at work or if someone is being trained for work) 		
City of London Corporation grants (non-Central Grants Programme).	5 Year analysis of City Corporation grants.	<ul style="list-style-type: none"> • To continue to receive a report on the grants awarded by the Finance Committee, Policy and Resources Committee and the Committee of Aldermen 	To report on and provide analysis of: <ul style="list-style-type: none"> • The main categories of grants as awarded by awarded by the Finance Committee, Policy and Resources Committee and the Committee of Aldermen 	Annual	Central Grants Unit
Benefits in kind reporting		<ul style="list-style-type: none"> • To receive and review an annual report on the benefits in kind provided by the Corporation. 	To report on and provide analysis of: <ul style="list-style-type: none"> • Current recipients of grants and benefits in kind from across the Corporation. • Affirm the policy that no grants in kind to charities or other external 		Central Grants Unit

Programme Area	Reporting area	Role of Finance Grants Subcommittee	Central Grant Programme – Data collection	Frequency of Reporting	Report to be collated by
		<ul style="list-style-type: none"> Approve any new benefits in kind and regularly review the de-minimis threshold. 	<p>organisations should be made by Committees or Officers without the agreement of this Subcommittee subject to a de minimis of £2,500</p> <ul style="list-style-type: none"> Any new benefits in kind that may require approval of this Committee. 		

Appendix 3

The below table proposes the range of information to be reported to the Finance Grants Subcommittee, and at which of the bi-annual meetings this information should be presented.

Reporting Cycle - Overview	May	November
Performance Management bi-annual report	X	X
Benefits in Kind Reporting	X	
5 Year Analysis of City of London Corporation Grants		X

Agenda Item 6

Committee Finance Grants Sub Committee	Dated: 21/07/2016
Subject Benefits in Kind Reporting	Public
Report of: Chief Grants Officer	For Decision
Report author: Scott Nixon, Project Manager	

Summary

Members are requested to note the 'Benefits and Grants In Kind' report issued to Finance Grants Sub-Committee in November 2015 (refer to Appendix 1) and to note the existing report parameters.

Members are recommended to agree that a review be undertaken of the procedures in place across all departments to record benefits in kind and the associated reporting processes, with a view to ensuring they are robust, transparent, fit for purpose and that a report of the outcomes be presented to the next meeting.

Recommendation:

To agree that a review of the procedures in place across all departments issuing benefits in kind and their reporting processes be undertaken and reported back to this Sub-Committee.

Background

On an annual basis, the Chamberlains department requests that every department provide details of benefits and grants in kind that are provided to external organisations. This information forms the basis of a report presented to Finance Grants Sub-Committee every November.

Although benefits and grants in kind were not included in the initial scope of the Effectiveness of Grants Service Based Review work, as the Review passed through the various Committees for approval, Members requested that they be considered within the implementation phase.

Members highlighted that the key reputational and value for money risks and issues that were identified in relation to the payment of grants could also apply to benefits in kind, and that this process could also benefit from the application of a similarly consistent, coherent and co-ordinated approach.

As an example Members highlighted that officer time currently spent giving advice, guidance and support to charities, trusts, voluntary and community organisations and volunteers (i.e. which is not recharged to any specific department or part of our statutory duty to provide) is not recorded as part of the 'Benefits and Grants In Kind' report.

The monetary equivalent of all existing benefits and grants in kind, as reported at the November 2015 Finance Grants Sub-Committee was £871,475.

Main Report

Existing Report Parameters

1. The reporting parameters for the existing 'Benefits and Grants in Kind' report have been defined as:
 - Abatement of a full commercial rent;
 - Abatement of a fee or charge for services provided; or
 - Provision of goods or materials free of charge, or at a reduced charge.
2. The current information gathered for the 'Benefits and Grants In Kind' report is confined to benefits to charities or organisations outside the City of London Corporation (i.e. not charities or trusts for which the City of London Corporation is Trustee). The report quantifies as far as possible all forms of assistance given to charitable and other external organisations.
3. The schedule currently does not include staff time and use of rooms where it has been agreed that the City will provide the services of a lead borough or accountable body.

De Minimis Threshold

4. The Finance Grants Sub-Committee requested that grants in kind should not be made without the agreement of their Sub-Committee, unless they fell under the de minimis threshold of £2,500.
5. The threshold is in place due to the quantity of low value 'Benefits and Grants in Kind' being issued and the level of Committee time that would be required to assess and approve them individually.
6. No identifiable review of the de minimis threshold has been undertaken within the last 10 years.

Review

7. In order to understand better the procedures in place across all departments issuing benefits in kind, it is proposed that a scoping exercise be undertaken.
8. The main objectives of the exercise would be to:
 - a. Identify how each department currently receives, assesses and agrees benefits in kind requests;
 - b. Ascertain how benefits in kind that fall under the de minimis threshold of £2,500 are reviewed, by who and how frequently;
 - c. Quantify the time and resource spent by each department managing the benefits in kind process;
 - d. Identify any obvious gaps in the existing benefits in kind reporting procedures and information gathered;
 - e. Identify any departments that are currently not recording their benefits in kind;
 - f. Make recommendations as to how the existing processes and reporting procedures could be improved to ensure that they are more robust, transparent and fit for purpose; and
 - g. Identify ways in which the level of benefits in kind could be highlighted to achieve positive reputational benefits for the City of London Corporation.

9. It is proposed that this Sub-Committee be presented with a report of the outcomes of the review at its next meeting.

Background papers:

- Policy and Resources Committee, 19 November 2015 'Update on Cross Cutting-Service Based Review'

Appendix:

- Appendix 1: Report of the Finance Grants Sub-Committee - Benefits and Grants in Kind 2015/2016

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