



Finance Grants Oversight and Performance Sub Committee

Date: TUESDAY, 21 JANUARY 2020
Time: 11.30 am
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Nicholas Bensted-Smith (Chairman)
Deputy Philip Woodhouse (Deputy Chairman)
Simon Duckworth
John Fletcher
Deputy Wendy Hyde
Deputy Jamie Ingham Clark
Paul Martinelli
Jeremy Mayhew
Ian Seaton

Enquiries: Chloe Rew / chloe.rew@cityoflondon.gov.uk

Lunch will be served in Guildhall Club at 1pm.

N.B. Part of this meeting may be subject to audio-visual recording.

**John Barradell
Town Clerk and Chief Executive**

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA**
3. **MINUTES**
To agree the public minutes and non-public summary of the previous meeting held on 12 November 2019.

For Decision
(Pages 1 - 4)
4. **CENTRAL GRANTS PROGRAMME (CGP) AND CENTRAL GRANTS UNIT (CGU) - UPDATE AND NEXT STEPS**
Report of the Chief Grants Officer & Director of City Bridge Trust.

For Decision
(Pages 5 - 12)
5. **CITY ADVICE SERVICE**
Report of the Director of Community & Children's Services.

For Information
(Pages 13 - 16)
6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
8. **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

9. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the previous meeting held on 12 November 2019.

For Decision
(Pages 17 - 18)

10. **UPDATE REPORT ON THE CORPORATE CHARITIES REVIEW**
Report of the Chief Grants Officer & Director of City Bridge Trust.

For Information
(Pages 19 - 28)

11. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
12. **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 OVERSIGHT AND PERFORMANCE SUB COMMITTEE

Tuesday, 12 November 2019

Minutes of the meeting of the Finance Grants Oversight and Performance Sub Committee held at the Guildhall EC2 at 12.00 pm

Present

Members:

Nicholas Bensted-Smith (Chairman)	Paul Martinelli
Deputy Philip Woodhouse (Deputy Chairman)	Jeremy Mayhew
Simon Duckworth	Ian Seaton
Deputy Jamie Ingham Clark	

Also in Attendance:

Chief Commoner Deputy Tom Hoffman

Officers:

Chloe Rew	- Town Clerk's Department
David Farnsworth	- Chief Grants Officer & Director of City Bridge Trust, Town Clerk's Department
Amelia Ehren	- Town Clerk's Department
Jack Joslin	- Town Clerk's Department
Karen Atkinson	- Chamberlain's Department
Folake Oye	- Chamberlain's Department
Anne Pietsch	- Comptroller and City Solicitor's Department
Emily Rimington	- Comptroller and City Solicitor's Department

1. APOLOGIES

Apologies were received from John Fletcher.

2. DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA

There were no declarations.

3. MINUTES

RESOLVED, that – the minutes of the previous meeting held 9 April 2019 be agreed as a correct record.

4. TERMS OF REFERENCE

Members received the Sub-Committee's updated terms of reference. It was noted that the composition had been updated allowing for Members to be co-opted from the wider Court of Common Council.

RESOLVED, that – the updated terms of reference be received.

5. **WORK PROGRAMME**

RESOLVED, that – the Sub-Committee’s workplan be noted.

6. **CENTRAL GRANTS PROGRAMME (CGP) AND CENTRAL GRANTS UNIT (CGU) - UPDATE AND NEXT STEPS**

Members received a report of the Chief Grants Officer and Director of City Bridge Trust relative to the Central Grants Programme (CGP) and Central Grants Unit (CGU) update, including outcomes of the three CGP grant rounds delivered in 2019/20 and an overview of the wider work of CGU.

Members agreed that a proposal to update the Sub-Committee terms of reference widening the scope of its remit would be presented in January 2020.

RESOLVED, that – the report be received and its contents noted.

7. **CENTRAL GRANTS PROGRAMME (CGP) - CITY'S CASH GRANT BUDGET**

Members received a report of the Chief Grants Officer and Director of City Bridge Trust relative to the Central Grants Programme (CGP) City’s Cash Grant Budget. The report provided an update on the City’s Cash Grants Budget allocations.

RESOLVED, that – the report be received and its contents noted.

8. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

There were no questions.

9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was no other business.

10. **EXCLUSION OF THE PUBLIC**

RESOLVED, 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.

Item	Paragraph
11, 12, 13	3

11. **NON-PUBLIC MINUTES**

RESOLVED, that – the non-public minutes of the previous meeting held 9 April 2019 be agreed as a correct record.

12. **BENEFITS IN KIND REPORTING**

Members considered a report of the Chief Grants Officer and Director of City Bridge Trust relative to Benefits in Kind (BIK) reporting.

RESOLVED, that – Members agree the recommendations.

13. PRESENTATION: CHARITIES REVIEW UPDATE

Members received a presentation by the Bridge House Estates and Corporate Charities Projects Officer relative to an update on the Corporate Charities Review.

RESOLVED, that – the presentation be received and its contents noted.

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 SUB-COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

There was no other business.

The meeting closed at 12.55 pm

Chairman

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Committee Finance Grants Oversight and Performance Sub-Committee	Dated: 21/01/2020
Subject Central Grants Programme (CGP) and Central Grants Unit (CGU) – Update and Next Steps	Public
Report of: Chief Grants Officer (CGO) and Director of City Bridge Trust	For Decision
Report author: Jack Joslin, Head of Central Grants Programme, Central Grants Unit (CGU)	

Summary

This report provides an update on the CGP and the CGU.

Recommendations:

- a) To note the CGP and CGU progress update report.
- b) To consider and recommend to the Finance Committee the proposed changes to the Sub-Committee's Terms of Reference.

Main Report

Background

1. The CGU has been established since October 2016 to manage the effectiveness of the CGP based on recommendations of the Effectiveness of Grants Service Based Review (SBR).
2. The CGU is co-located with the City Bridge Trust (CBT) team in order to facilitate consistency of approach and harmonise service standards across grant-making activities by the City Corporation (in its various capacities, including as trustee of a number of charities which form part of the CGP). The Chief Grants Officer, responsible for the grant-making activities of CBT is also responsible for maintaining an overview of the CGU (and broader charity matters), with relevant input from the Charities Finance Team (Chamberlain's Department), with the work being delivered by the Head of Central Grants Programme (HCGP).
3. In March 2018 the Resource Allocation Sub-Committee and Policy and Resources Committee met and both agreed to support the implementation of the CGP on a permanent basis from the 1st April 2018. Members agreed an uplift to the City's Cash Grants element of the CGP Budget to enable this to

equal £250,000 annually, being approximately 20% of the City's Cash grants budget, an uplift of £91,000 for 2018/19. Members also noted the uplift of £10,000 applied to the operating costs of the CGU, included within the approved CBT budget for 2018/19.

4. This amount is supplemented by the management fee paid to the CGU by a number of small charities in respect of which the City Corporation is trustee and which are administered through the CGP in a manner consistent with their charitable objects and governing documents, it being considered in each case to be in the charity's best interests for their most efficient administration and effective application of funds to do so, these matters being kept under review in the normal way.

Overview of the work of the CGU

5. As noted above, the CGU was originally set up to manage the effectiveness of the CGP. Due to its success, in May 2019 the Policy and Resources Committee agreed that the City Community Infrastructure Levy (CIL) Neighbourhood Fund be managed by the City CGU. It was agreed that a post be created to manage the programme under the oversight of the HCGP. The HCGP is developing this programme and further information on the proposal will be announced once the part-time (0.6FTE) position of CIL Neighbourhood Programme Manager has been recruited. Interviews are due to take place this month. Any resources spent on the CIL Neighbourhood Fund by the CGU are met from the 5% administration fee charged to the total CIL. The CIL Neighbourhood Fund currently has just over £5.5 Million available for distribution.
6. The management of the CIL Neighbourhood Fund by the CGU will widen the scope of activities overseen by this Sub-Committee. Therefore, as agreed at your last meeting, amended Terms of Reference for the Sub-Committee have been prepared to include reference to the scrutiny of the administration of the CIL Neighbourhood Fund by the CGU, and also to more clearly reflect other oversight activities of the Sub-Committee such as the scrutiny of Benefits in Kind offered across the City Corporation. The current Terms of Reference and the proposed amendments can be found at **Appendix 1** for Members to consider for recommendation to the Finance Committee. (The Resource Allocation Sub-Committee remains responsible for the administration of CIL and associated responsibilities.)

Overview of the CGP

Education and Employment

7. At the Education Charity (Education Board) Sub-Committee in July 2019 Members once again recommended revised wording to widen the policy setting out the eligibility criteria they wished to adopt for the grant-making activities for both charities¹ within that Sub-Committee's responsibility to

¹ City Educational Trust Fund (290840) and the City of London Corporation Combined Education Charity (312836)

facilitate improved distribution of funds in accordance with the City Corporation's obligations as Trustee of the two relevant charities to actively apply the charities' funds for the charities' respective objects, rather than those funds accumulating. The amended policy criteria have now been considered by Community and Children's Services Committee (CCS Committee) in December 2019 and will be recommended to the Education Board for approval in January 2020. It is proposed that there be a new grant round commencing in, April 2020 subject to approval of the amended policy eligibility criteria.

Inspiring London through Culture

8. This continues to be a very popular programme and is solely funded from City's Cash. The final round of the year had a deadline of 3 January 2020, with decisions to be made in March 2020.

Stronger Communities

9. The Stronger Communities Programme is funded from City's Cash and charitable funding and has run one grant round so far with another still under assessment. The HCGP worked with officers to ensure that the November round was well advertised. The CGU is currently assessing 35 applications for funding from City's Cash, which is three times more than have been received in recent grant rounds.
10. At the September 2019 CCS Committee meeting, it was requested that the CGU look at options to administer the City's Cash Small Grants (up to £3,000) element of the Stronger Communities Programme on a rolling basis. At the November 2019 meeting of the CCS Committee Members approved initial proposals for a rolling Small Grants sub-programme. A further paper will be presented to the February 2020 CCS Committee to outline how the programme will work, with an expected launch date of the 1 April 2020.
11. Work continues to develop a new and effective grant programme to support the distribution of charitable funds within the Stronger Community Programme.

Enjoying Green Spaces and the Natural Environment

12. This programme is funded solely from City's Cash. Enjoying Green Spaces and the Natural Environment has just undergone a funding round with decisions on grants expected in early January 2020, a further update will be provided at the meeting. The latest round was by far the most popular in terms of good quality applications received covering the majority of the City of open spaces owned and managed by the City Corporation, including as trustee of the relevant charities.
13. The HCGP has worked with officers in the Open Spaces Department to develop a marketing strategy for the October 2019 grant round based on the success of the last year. The HCGP has carried out funding presentations at

Epping Forest, Parliament Hill on Hampstead Heath and Ashted Common and provided one-to-one support on applications received from Burnham Beaches and City Commons. (These open spaces are the property of other charities in respect of which the City Corporation is trustee.)

General

14. Due to the success of the CGU referred to in the preceding paragraph, the CGU is now also being approached to administer other grants (including charitable grants) which are the responsibility of the City Corporation in its various capacities, and also to provide grant-making support in respect of grants that do not form part of the CGP. These additional matters and activities will be reported to this Sub-Committee to the extent that they fall within its remit and will be relevant to the setting of your Sub-Committee's Terms of Reference.
15. In accordance with the recommendations arising from the Grants SBR which led to the development of the CGP, the CGU still monitors organisations that may be perceived to have fallen through the cracks where they may have previously benefited from funding from the City Corporation under previous arrangements but are now ineligible for funding under the current CGP funding criteria. Further information can be provided at Members' request or verbally at the meeting.
16. The HCGP delivers programme-specific workshops and there was a presentation in November 2019 to City-based voluntary sector organisations about the Stronger Communities Programme. The CGU are always on hand to discuss applications and work with officers in other Departments to provide support, where required.
17. The City Corporation holds a contingency fund of £100,000 in its City's Cash budget allocated to the International Disasters Fund (IDF) administered by the Finance Committee. The CGU provide advice and make recommendations to the Finance Committee about where to distribute IDF in response to International Appeals. This year to date a donation has been made to Team Rubicon UK in their response to the Hurricane Dorian Appeal in the Bahamas in September 2019 and a donation has been made over the Christmas period to support the British Red Cross's Myanmar Appeal.
18. The HCGP continues to be the allocated London local authority Grants Officer to attend the London Borough Grants Officer Forum, hosted by London Councils. This is a useful forum to discuss grants funding related issues across London and to get updates from London Funders and London Councils. This has been especially useful for sharing experiences of implementing CIL Neighborhood Funds across London local authorities.

Monitoring

19. The CGU is working with the new Head of Learning and Impact from the CBT Team to improve and develop the CBT Team's monitoring system with a view to finding better ways of learning from the varied CBT grants portfolio. A full

report on this work will be brought to your April 2020 Sub-Committee meeting once we have a full financial year of CGP grants data.

Next steps 2019/20

20. The CGU will continue to work with the CGO, the Comptroller and City Solicitor's Department and the Chamberlain's Department to explore the consolidation and rationalisation of charities associated with the City Corporation, in particular those whose activities involve grant-making. This work is taking place through the Corporation-wide Charities Review. A presentation will be made about this work at your meeting. The revised Terms of reference of your Sub-Committee are also intended to better reflect this reporting.

21. The HCGP will work with the Philanthropy Director, who is also co-located within the CBT Team, to support implementation and delivery of the City Corporation's joint Philanthropy Strategy with Bridge House Estates (1035628), from which the activities of CBT are funded, and in respect of which the City Corporation is the charity Trustee.

Appendix 1 - Proposed Amendments to the Terms of Reference

Background Papers:

- Policy and Resources Committee, January 2017, 'Review and Reclassification of Former Finance Grants Sub-Committee Grants'.
- Policy and Resources Committee, March 2018, 'Central Grants Programme Review'

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Appendix 1 – Proposed amendments to Terms of Reference

Current Position:

Finance Grants Oversight and Performance Sub-Committee Terms of Reference

The Finance Grants Oversight and Performance Sub Committee provides strategic oversight of the City of London Corporation's Central Grants Programme, including reviewing progress, performance, impact against outcomes, and risks for all grants.

Composition

Between 9-13 Members in total

- Chairman of the Finance Committee
- Deputy Chairman of the Finance Committee
- Members of the Finance Committee, appointed by the Finance Committee (this minimum includes the Chairman and Deputy Chairman of the Grand Committee)
- Co-opted Members of the wider Court of Common Council, appointed on a case-by-case basis by the Finance Committee.

Chairmanship

- Chairman – To be nominated by the Chairman of the Finance Committee for approval by the Finance Committee.
- Deputy Chairman – To be appointed by the Chairman of the Sub-Committee for approval by the Finance Committee.

Terms of Reference

- To provide strategic oversight of the City of London Corporation Central 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, as relevant
- 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

Proposed Changes to Terms of Reference

Finance Grants Oversight and Performance Sub-Committee Terms of Reference

The Finance Grants Oversight and Performance Sub Committee provides strategic oversight of the City of London Corporation's Central Grants Programme **and the wider work of the Central Grants Unit**, including reviewing progress, performance, impact against outcomes, and risks for all grants.

Composition

Between 9-13 Members in total

- Chairman of the Finance Committee
- Deputy Chairman of the Finance Committee
- Members of the Finance Committee, appointed by the Finance Committee (this minimum includes the Chairman and Deputy Chairman of the Grand Committee)
- Co-opted Members of the wider Court of Common Council, appointed on a case-by-case basis by the Finance Committee.

Chairmanship

- Chairman – To be nominated by the Chairman of the Finance Committee for approval by the Finance Committee.
- Deputy Chairman – To be appointed by the Chairman of the Sub-Committee for approval by the Finance Committee.

Terms of Reference

- To provide strategic oversight of the City of London Corporation Central Grants Programme ('the Programme') **and the wider work of the Central Grants Unit**, 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, as relevant
- 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
- **To have oversight and scrutiny of the allocations and disbursements of the City of London Corporation's Community Infrastructure Levy Neighbourhood Fund**
- **To have oversight and scrutiny of the City of London Corporation's use of its facilities as Benefits in Kind to external organisations**
- **To be kept up to date with the wider work of the Central Grants Unit**

Agenda Item 5

Committee:	Dated:
Finance Grants Oversight & Performance Committee (for information)	21/01/2020
Resource Allocation Sub Committee (for decision)	23/01/2020
Policy and Resources (for information)	23/01/2020
Subject: City Advice Service	Public
Report of: Andrew Carter, Director of Community and Children's Services	For Information
Report author: Sarah Greenwood Commissioning Manager, Commissioning and Partnerships	

Summary

The current City Advice contract runs until October 2020 and is for all residents, workers and students within the square mile and tenants on City of London Housing estates at a cost of £200,000 per year. A new contract is being commissioned with plans to let it for at least three years.

£100,000 per annum towards the cost of the service is allocated from the City's Cash Grants budget to facilitate the service for City workers and students and this funding is currently within approved/proposed budgets for 19/20 and 20/21 financial years.

Confirmation is sought for the approval for the continuation of this grant at the same level for a further period to give certainty in respect of service provision and budget management for potential suppliers.

Recommendation

Members of the Resource Allocation Sub-Committee are asked to:

- approve the continuation of the grant to the City Advice service at the same level for at least a further three financial years (ideally five years) to facilitate the new contract.

Members of the Finance Grants Oversight and Performance Sub-Committee and the Policy and Resources Committee are asked to

- note the report.

Main Report

Background

1. The current City Advice contract runs until October 2020 and is for all residents, workers and students within the square mile and tenants on City

of London Housing estates. Toynbee Hall have provided the service, with support from the Royal Courts of Justice, since October 2015 at a cost of £200,000 per year.

2. From the start of the contract until September 2019 the City Advice Service has supported 469 residents and 478 workers and students in areas such as welfare benefits, debt, housing, employment rights, consumer rights and family issues.
3. The current contract will end in October 2020 and recommissioning activity has commenced to shape the future service after this time, with plans to let a new contract for a period of three years with a potential to extend for a further two years (total of five years expiring October 2025).

Funding Streams

4. The contract cost is met from the Director of Community and Children’s Services’ Local Risk budget and the City’s Cash Grants budget reimburse the department for half the cost (for the City worker and student element).
5. The Finance Grants Oversight and Performance Sub-Committee received a report at its meeting in November last year regarding the breakdown of the City’s Cash Grants Budget, the current commitments and how they relate to the budget overseen by that Sub-Committee.
6. Members noted a continued allocation of City’s Cash funding to at least the current value (£100,000 per annum) to enable the City Advice service to continue for City workers and students in the future. The funding is therefore agreed at this level for 19/20 and within the proposed budget for the 20/21 financial year.
7. Under the terms of reference, the Resource Allocation Sub Committee has responsibility for setting the annual quantum for each City’s Cash and City Fund grants programme (including for City’s Cash funded open spaces grants). In order to recommission the City Advice Service for the future, confirmation is sought for the approval for the continuation of the grant to the City Advice Service at the same level for an additional period to facilitate the procurement of the new contract. This is to give greater certainty in respect of service provision and budget management and to enable prospective providers to bid for the contract.
8. As the contract terminates part way through a financial year (October), a table showing contract timescales relative to financial years and grant is shown below. The grant in the final year of the contract could be apportioned if the service were not to be recommissioned for a further period.

Financial Year	19/20	20/21	21/22	22/23	23/24	24/25	25/26
Grant	Yes	Yes	sought	sought	sought	sought	sought
Contract	Current	New initial term			Extension		

Corporate & Strategic Implications

9. The contract supports the Corporate Plan's aim of 'contributing to a flourishing society' through the aims of :
- People are safe and feel safe.
 - People enjoy good health and wellbeing.
 - People have equal opportunities to enrich their lives and reach their full potential.

Implications

10. There are no legal and property implications as a result of this report. The ability to procure the contract with agreed budgets for the full term of the contract will enable potential bidders to plan. The uncertainty regarding half of the funding may make the contract unattractive to prospective bidders which may lead to fewer (if any) providers taking part in the tendering exercise.
11. If the grant funding were to be removed part way through the contract, the worker and student element of the contract would need to cease and may make the whole contract financially unviable.
12. The procurement of the contract will be in line with the City's procurement code and be led by City procurement. Any reduction in cost as a result of the tendering exercise would be shared equally between the two funding streams. No additional costs would be sought as the budget for the contract will not be increased.

Conclusion

13. The City Advice Service supports residents, workers and students and confirmation of continued grant funding would facilitate a robust procurement exercise and enable bidders to have certainty of funding for the life of the contract.

Appendices

None

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