



Finance Grants Oversight and Performance Sub Committee

Date: TUESDAY, 21 SEPTEMBER 2021

Time: 3.45 pm

Venue: VIRTUAL PUBLIC MEETING (ACCESSIBLE REMOTELY)

Members:

Deputy Philip Woodhouse (Chairman)	James de Sausmarez Michael Hudson
Paul Martinelli (Deputy Chairman)	Deputy Jamie Ingham Clark
Nicholas Bensted-Smith	Alderman Alastair King
Deputy Roger Chadwick	Jeremy Mayhew
Henry Colthurst	

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Accessing the virtual public meeting

Members of the public can observe this virtual public meeting at the below link:
https://youtu.be/s0cQ_n6C-F4

This meeting will be a virtual meeting and therefore will not take place in a physical location. Any views reached by the Committee today will have to be considered the Chamberlain after the meeting in accordance with the Court of Common Council's Covid Approval Procedure who will make a formal decision having considered all relevant matters. This process reflects the current position in respect of the holding of formal Local Authority meetings and the Court of Common Council's decision of 15th April 2021 to continue with virtual meetings and take formal decisions through a delegation to the Town Clerk and other officers nominated by him after the informal meeting has taken place and the will of the Committee is known in open session. Details of all decisions taken under the Covid Approval Procedure will be available on line via the City Corporation's webpages.

A recording of the public meeting will be available via the above link following the end of the public meeting for up to one municipal year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available

on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

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 21 June 2021.

For Decision
(Pages 5 - 10)

4. **WORK PROGRAMME**

For Information
(Pages 11 - 12)

5. **OUTSTANDING ACTIONS**

Members are asked to note the Sub-Committee's outstanding actions list.

For Information
(Pages 13 - 14)

6. **BENEFITS IN KIND - ANNUAL REPORT**

Report of the Managing Director of Bridge House Estates and Chief Charities Officer.

For Information
(Pages 15 - 20)

7. **CENTRAL GRANTS UNIT - UPDATE REPORT**

Report of the Managing Director of Bridge House Estate and Chief Charities Officer.

For Information
(Pages 21 - 26)

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

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

10. **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

11. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the previous meeting held on 21 June 2021.

For Decision
(Pages 27 - 30)

12. **CORPORATE CHARITIES REVIEW UPDATE**

Report of the Managing Director of Bridge House Estates and Chief Charities Officer.

For Information
(Pages 31 - 60)

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

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

FINANCE GRANTS OVERSIGHT AND PERFORMANCE SUB COMMITTEE
Monday, 21 June 2021

Minutes of the meeting of the Finance Grants Oversight and Performance Sub
Committee held at 1.45 pm

Present

Members:

Paul Martinelli (Deputy Chairman)
Deputy Roger Chadwick
Henry Colthurst
Jeremy Mayhew

Officers:

David Farnsworth	-	Managing Director of Bridge House Estates
Anne Pietsch	-	Comptroller's and City Solicitor's Department
Lorraine Brook	-	Town Clerk's Department
Ben Dunleavy	-	Town Clerk's Department
Jack Joslin	-	Town Clerk's Department
James Lee	-	Town Clerk's Department
Jayne Moore	-	Town Clerk's Department
Sarah Phillips	-	Town Clerk's Department
Julia Pridham	-	Town Clerk's Department
Karen Atkinson	-	Chamberlain's Department
Aqib Hussain	-	Chamberlain's Department
Julia Megone	-	Chamberlain's Department
Bukola Soyombo	-	Chamberlain's Department

1. APOLOGIES

Apologies for absence were received from Nick Bensted-Smith, Janes De Sausmarez, Michael Hudson and Alderman Alastair King.

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

Henry Colthurst declared an interest as a Trustee of the Mitchell Trust.

3. TERMS OF REFERENCE

The Sub-Committee received the terms of reference as agreed by the Finance Committee on 11 May 2021.

There was a brief discussion about the number of Members appointed to serve on the Sub-Committee and it was suggested that a possible reduction should be flagged for consideration by the Finance Committee as part of the annual review of committee and sub-committee terms of reference.

RESOLVED, that the terms of reference of the Finance Grants Oversight and Performance Sub-Committee be noted.

4. **MINUTES**

The Sub-Committee considered the public minutes and non-public summary of the previous meeting held on 19 January 2021.

RESOLVED, that – the public minutes and non-public summary of the previous meeting held on 19 January 2021 be agreed as an accurate record.

5. **WORK PROGRAMME**

The Sub-Committee received the Work Programme.

RESOLVED, that the Sub-Committee's Work Programme be noted.

6. **OUTSTANDING ACTIONS**

Members received the Sub-Committee's list of outstanding actions. It was noted that the Community Infrastructure Levy report (1 Year Update) and the Corporate Charities Review report would be submitted to the Sub-Committee's September meeting.

RESOLVED, that the Sub-Committee's list of outstanding actions be noted.

7. **CENTRAL GRANTS PROGRAMME - ANNUAL REPORT**

The Sub-Committee received a report of the Managing Director of Bridge House Estates and Chief Charities Officer relative to the Central Grants Programme Annual Report which provided an update on the Central Grants Programme (CPG) and the outcomes of the four CGP grant programmes delivered in 2020/21.

Jack Joslin (Head of the Central Grants Unit) advised the Sub-Committee that, like all City Corporation departments, the Central Grants Unit (CGU) had had to adapt to the impact of the Coronavirus pandemic over the past year. Whilst operating in difficult circumstances, the CGP had continued to provide funding for a range of projects to support communities, green space management and cultural activity. It was noted that the CGP was continuing to role-model best practice in grant making and worked collaboratively across the organisation to ensure that the grants awarded had the maximum impact.

RESOLVED, that the Central Grants Programme Annual Report be noted.

8. **COMMUNITY INFRASTRUCTURE LEVY (CIL) NEIGHBOURHOOD FUND - UPDATE REPORT**

Members considered a report of the Managing Director of Bridge House Estates and Chief Charities Officer relative to an update on the Community Infrastructure Levy Neighbourhood Fund (CILNF).

James Lee (Project Manager, Town Clerk's Department) advised Members that the CIL Neighbourhood Fund launch was delayed as a result of the Coronavirus pandemic and the resulting lockdown in England in spring 2020.

Consequently, the launch was postponed to 1 September 2020, after which time the City of London CILNF was opened for applications with £6.2 million available for distribution.

Members noted the high level of officer scrutiny of all grants being made by the City Corporation, as well as engagement with Ward Members and Aldermen where proposals were submitted and concerned a specific Ward. Mr Martinelli suggested that it would be helpful, going forward, to detail Ward specific proposals in the Grant Approved, Withdrawn and Rejected data that was submitted to Members in the update report.

RESOLVED, that –

- (i) the update report be noted; and
- (ii) the schedule of grants approved, withdrawn and rejected in the first six months of the programme (Appendix 1) be noted.

9. BENEFITS IN KIND - ANNUAL REPORT

Members received a report of the Managing Director of Bridge House Estates and Chief Charities Officer relative to the Benefits in Kind (BIK) annual report which detailed the annual Benefits in Kind data which had been collected and the amount of time that officers had reported spending on volunteering or the provision of advice and guidance to external bodies/charities during the period between April 2020 and March 2021.

Jack Joslin (Head of the Central Grants Unit) referred to a summary of the data collected from departments across the City Corporation between April 2020 and March 2021 (Appendix 1) and advised that there had been a significant decrease in BIK over the past year as a result of the impact of the pandemic on how the City Corporation has operated and what BIK's could be offered. As an example, Members were advised that the substantial percentage reduction in BIK's for the Remembrancer's department was as a result of event space not being available. It was hoped that the position would change as soon as the Covid-restrictions eased.

With regard to the annual requirement, of every City Corporation department, to provide details of BIK's to the Chamberlain's Department, it was noted that some departments had not submitted any data for the past year and this therefore presented a number of issues in terms of effective monitoring of BIK's across the organisation. Noting the corporate requirement to provide the Chamberlain's Department with this data on an annual basis, Members stressed that departments could not simply choose to ignore the requirement and the matter should be flagged to the Resource Allocation Sub (Policy and Resources) Committee.

RESOLVED, that –

- (i) the summary and analysis of Benefits in Kind relating to April 2020 and March 2021 be noted; and
- (ii) the new reporting approach to be implemented across departments for 2021/22 be noted.

10. **CENTRAL GRANTS UNIT - UPDATE REPORT**

The Sub-Committee received an update report of the Managing Director of Bridge House Estates and Chief Charities Officer relative to the Central Grants Unit.

Jack Joslin (Head of the Central Grants Unit) referred to the report before Members and explained how the Central Grants Unit (CGU), whilst administering the City Corporation's Central Grants Programme (CGP), also provided a centre of excellence in charity and grants administration and management with a view to establishing consistency of approach within the City Corporation and to role model best practice in the field of Grant Making. It was noted that the success of the CGU has led to it taking on the administration of other funding and grants programmes for the City Corporation as charity trustee (Emanuel Hospital) and as local authority (Community Infrastructure Levy Fund).

RESOLVED, that the update report be noted.

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

There were none.

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

There was no other business.

13. **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.

14. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the previous meeting held on 19 January 2021 be agreed as an accurate record.

15. **CHARITIES REVIEW - INTERIM OUTCOMES REPORT**

The Sub-Committee received a report of the Managing Director of Bridge House Estates and Chief Charities Officer relative to an update on the Corporate Charities Review following the last update report in September 2020. The report focused on the interim findings of the Corporate Charities Review since the reinvigoration of the project following the adverse impact of COVID-19 on the original project timetable. It also outlined progress made to-date, despite the impact of COVID-19 and provided an update on resourcing.

RESOLVED, that –

- (i) the contents of the update report be noted; and
- (ii) it be noted that the potential resourcing implications to implement actions which had been identified through the Corporate Charities Review shall be presented to the Sub-Committee in the future as required.

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

A query was raised in respect of Benefits in Kind.

17. 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 non-public business.

The meeting ended at 2.18 pm

Chairman

**Contact Officer: Lorraine Brook
chloe.rew@cityoflondon.gov.uk**

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Finance Grants Oversight and Performance Sub-Committee Forward Plan – 2021-22

21 September 2021	January 2022	June 2022	September 2022
Benefits in Kind – Update Report	Central Grants Unit – Update Report	Central Grants Unit – Update Report	Central Grants Unit – Update Report
Central Grants Unit – Update Report	CIL Neighbourhood Fund – Update Report	Benefits in Kind Annual Report	CIL Neighbourhood Fund – Update Report
Corporate Charities Review Update Report	Corporate Charities Review Outcomes Report	Central Grants Programme Annual Report	
		CIL Neighbourhood Fund Annual Report	

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FINANCE GRANTS OVERSIGHT AND PERFORMANCE SUB-COMMITTEE - Outstanding Actions
September 2021 update

Items from meeting held 21 June 2021		
ITEM ON AGENDA	Action	Target date
9. BENEFITS IN KIND- ANNUAL REPORT	Verbal update to be brought to the Sub-Committee at its next meeting	<i>21 September 2021 Chamberlain</i>

Items from meeting held 22 September 2020		
ITEM ON AGENDA	Action	Target date
11.UPDATE REPORT ON CORPORATE CHARITIES REVIEW	Full report to be brought to Sub-Committee in September 2021	<i>21 September 2021 Chief Grants Officer & Director of CBT</i>

Items from meeting held 21 January 2020		
ITEM ON AGENDA	Action	Target date
12. ANY OTHER BUSINESS	City Bridge Trust and the Department of Open Spaces to further consider comments from Deputy Chairman with respect to green spaces.	<i>Ongoing Chief Grants Officer & Director of CBT</i>

Items from meeting held 12 November 2019		
ITEM ON AGENDA	Action	Target date
13. PRESENTATION: CHARITIES REVIEW UPDATE	Regarding the governance plan, any recommendations will be presented first to the Sub-Committee, prior to being presented to Finance Committee and Policy & Resources.	<i>Ongoing Chief Grants Officer and Director of CBT</i>

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Agenda Item 6

Committee(s): Finance Grants Oversight and Performance Sub-Committee	Dated: 21/09/2021
Subject: Benefits in Kind – Annual Report	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	2,3,4,9, 10, 11, 12
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	£0
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain’s Department?	N/A
Report of: Managing Director of BHE and Chief Charities Officer	For Information
Report author: Jack Joslin, Head of the Central Grants Unit	

Summary

The purpose of this report is for Members of this Sub-Committee to receive an update on the annual BIK data collected and the amount of time that officers have reported spending on volunteering or providing advice and guidance to external bodies/charities during the period between April 2020 and March 2021.

CoLC’s definition of BIK is: Abatement of a full commercial rent; abatement of a fee or charge for services provided; or the provision of goods or services to a third party at either a nil or reduced charge by the City of London Corporation. This is to include Officer volunteering time and general support and the provision of advice or guidance to external bodies/charities.

In the meeting of this Committee in November 2019 it was agreed to align the BIK reporting with the financial year to correspond with both the Philanthropy Strategy reporting and all other City Corporation annual reporting.

Work is ongoing by the Central Grants Unit to ensure comprehensive reports are completed by all departments.

It is worth noting that the impact of the Coronavirus Pandemic on how the City of London operates has had an impact in what BIK’s could be offered. It is expected to see an increase in BIK uptake in 2021/22.

Recommendations

- a) To note the update report on BIK data collection and reporting

Main Report

Background

1. It was recognised in the corporate Effectiveness of Grants Service Based Review that CoLC offers support to the wider community in a number of ways – through direct financial contributions (or grants) often for charitable purposes; through the CoLC's support and trusteeship of many charities; and through non-monetary resources or BIK. The Grants Review excluded consideration of BIK, but as that report passed through the various committees the relevance of some of the findings to BIK were noted. It was requested by Members of various committees that BIK be considered in implementing the Grants Review outcomes.
2. Members highlighted that the key reputational and value-for-money risks and issues that were identified in relation to the payment of grants also apply to a BIK. Members identified that BIK would also benefit from the application of a similarly consistent, coherent and co-ordinated approach to ensure that there are no hidden financial costs to the organisation which are not being properly quantified and managed and to ensure reputational risks are mitigated by a fair decision making process.
3. To date, on an annual basis, the Chamberlain's Department requested that every department provide details of BIK that are provided to external organisations. This information formed the basis of an information report presented to the Finance Grants Sub-Committee (FGSC) every November. In 2016, FGSC was dissolved by the Finance Committee with the agreement of Policy and Resources Committee. Since that time, the BIK report has been the responsibility of this Sub-Committee to review.
4. In November 2017 a review of the BIK policy and framework was undertaken. Members of this Sub-Committee agreed that this refreshed and more comprehensive corporate BIK policy be submitted to the Finance Committee and Policy and Resources Committee for approval. The corporate-wide BIK policy was agreed by both committees and is now part of the Corporation's Financial Regulations which came into force on the 1st April 2018.
5. In the meeting of this Committee in November 2019 it was agreed to align the BIK reporting with the financial year to correspond with the Philanthropy Strategy reporting.
6. This policy is part of the Financial Regulations and works alongside any local charging policies which are already established and operate effectively, such as that of the Remembrancer's Department.
7. A copy of the implemented BIK policy and framework is at **Appendix 1**.

Current Position

8. A new requirement of CoLC departments was to report on Officer volunteering time and general support and the provision of advice or guidance to external bodies/charities. The amount of time reported is once again below what we had expected, however, as part of the Philanthropy Strategy's aim of modelling excellent philanthropy (the giving of time, money and skills) a new corporate Volunteering Strategy has now been agreed at the September 2019 meeting of the Policy and Resources Committee and a dedicated Corporate Volunteering Manager (CVM) was recruited and is pushing forward the strategy. A key task of this post will be to increase the reporting pan-Corporation. The LEAP volunteering platform was launched in 2020 which will provide accurate recording data for future BIK Annual Reports.
9. Due to the Coronavirus Pandemic BIK reporting has decreased as there have been less offers made or taken up this year due to the closure of the Guildhall estate and social distancing rules. The Coronavirus Pandemic has impacted how CoLC operates especially its ability to provide space and hospitality.
10. The CGU will be working with departments going forward to ensure that they are aware of the requirements of the policy and offer support where required. The CGU Funding Officer will be providing this service on an ongoing basis and has already started working with officers across CoLC to implement this.
11. The CGU has identified departments that have historically not reported, or under reported BIK data and will work with them proactively to ensure this is captured going forward.
12. The new process will involve departments filling in a simple form when agreeing a new BIK or recording an ongoing BIK. The CGU will hold all this information centrally ensuring all of the data is clear and formatted which will provide more accurate reporting. Training on the new process and the importance of it will be provided to ensure departments are providing the most accurate data.
13. Following a meeting with the Chairman of the Finance Committee the Chamberlain has requested that all departments factor in BIK to all future Budget cycles. This will not only promote the importance of accurate recording but support the CGU in its data collection each year.
14. Additional to this the CGU will be issuing advice to departments this year that all historic BIK are reviewed to ensure they are still relevant and align to Strategic Corporate objectives.
15. It is hoped that these new actions will lead to a rationalisation of BIK across the City of London ensuring more accurate reporting.

Conclusion

16. The purpose of this report is to update Members of this Sub-Committee on the ongoing BIK data collection and amendments made to how it is collected.

Appendix 1: Corporate Wide BIK policy and framework

Jack Joslin

Head of Central Grants Unit

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Appendix 1: Corporate Wide Benefits In Kind (BIK) policy and framework

The City of London Corporation's definition of BIK is:

- a) Abatement of a full commercial rent;
- b) Abatement of a fee or charge for services provided; or
- c) The provision of goods or services to a third party at either a nil or reduced charge by the City of London Corporation. This is to include Officer volunteering time and general support and the provision of advice or guidance to external bodies/charities

1. In accordance with the existing corporate governance framework, all BIK should be approved by either a Chief Officer (or delegate), or relevant service Committee (or Sub-Committee):

a. Any BIK decisions with a monetary equivalent of under £10,000 may be taken by Chief Officers –

i. In relation to property matters, subject always to the advice of the City Surveyor, in both managing the physical assets, including land and buildings for which they are responsible; and in approving the casual or occasional use of land, premises or equipment under the control of the department (as provided under the officer Scheme of Delegations); and

ii. otherwise in respect of goods and services in accordance with any properly approved charging policy (as provided for in the Financial Regulations).

iii. If the aggregate value of the delegated BIK's (agreed by a single department) in any financial year reach £100k, the relevant service Committee (or Sub-Committee) must receive notification, including a breakdown of all decisions to be taken.

b. Any BIKs with a monetary equivalent over the threshold of £10,000 shall, subject to a specific discretion otherwise granted to a Chief Officer (as provided for in the Financial Regulations), should be reported to the relevant service Committee for approval in setting any charging policy.

2. At the time of agreement of a BIK, a review or end date must be included.

3. All data from internal volunteering programmes must be included. This would include any Officer time provided in terms of general support, advice or guidance to external bodies/charities. An aggregation of data (time spent and equivalent cost) is acceptable from each department. This data collection does not apply to City of London Corporation Members.

4. All BIK allocated to external organisations over a value of £10,000 should be acknowledged in any relevant publicity. City of London Corporation branding

should be used in each such instance (in line with the current guidance of the Communications Department).

5. All departments are expected to maintain a rolling register of BIK, in a standard format rather than relying on end of year data capture. These will be fed into the CGU who will maintain a central, transparent register.
6. All BIK to be reported to the FGOPSC, annually in April/ May. A standardised template will be provided to all departments for completion throughout the year.

Committee(s): Finance Grants Oversight and Performance Sub-Committee	Dated: 21/09/2021
Subject: Central Grants Unit – Update Report	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	2,3,4,9, 10, 11, 12
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	£0
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain’s Department?	N/A
Report of: Managing Director of Bridge House Estate and Chief Charities Officer	For Information
Report author: Jack Joslin, Head of the Central Grants Unit	

Summary

This report provides an update on the work of the Central Grants Unit (CGU) established in late 2016. The CGU administers the City Corporation’s Central Grants Programme (CGP) as well as providing a centre of excellence in charity and grants administration and management with a view to establishing consistency of approach within the City Corporation and to role model best practice in the field of Grant Making. The success of the CGU has led to it taking on the administration of other funding and grants programmes for the City Corporation as charity trustee (Emanuel Hospital) and as local authority (Community Infrastructure Levy Fund).

Recommendations:

- a) To note the CGU progress update report

Main Report

Background

1. The CGU was established in October 2016 to manage the effectiveness of the CGP based on recommendations of the Effectiveness of Grants Service Based Review (SBR) 2014/15.
2. The CGU is co-located with the City Bridge Trust (CBT) team in the Town Clerk’s Department 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). A full report on the activities of the CGP over the last year is part of this Agenda.

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.
4. The CGU supports the ambitions of the 'role-modelling' pillar of the Joint Philanthropy Strategy, approved in May 2018, by enabling a more joined up, consistent and ultimately impactful approach to all grant-making taking place across the City of London Corporation.
5. A number of small charities in respect of which the City Corporation is trustee 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. Consistent with the powers of a charity trustee to recover the reasonable costs and expenses of administering their charity, in each case these costs are recovered from each of the charities operating as part of the CGP.
6. 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 Head of the Central Grants Unit (HCGU). Any resources spent on the CIL Neighbourhood Fund by the CGU are met from the 5% administration fee charged to the total CIL.
7. The CGU is co-located within City Bridge Trust (CBT) in order to facilitate consistency of approach and harmonise service standards across all City Corporation Philanthropy, consistent with the 2018 – 2023 Joint Philanthropy Strategy agreed for the City Corporation in its own right and as Trustee of BHE.

Overview of the work of the CGU

8. The CGU Team has had to continue to respond to the changing landscape and has maintained good relationships with grantees, providing flexibility on projects and giving advice where required.
9. The CGP has maintained its existing deadlines to ensure that organisations still have access to support and could still plan projects for the future. Since Members met in June, the CGU has worked with departments to plan grant rounds for this year. The following deadlines for the CGP are as follows:
 - **Enjoying Green Spaces and the Natural Environment** – 11 October 2021

- **Inspiring London Through Culture** – 5 November 2021
- **Stronger Communities** – Applications received year round

10. The CGP website has been updated to create a more accessible environment for applicants and improve the user experience.

11. The amount of grant oversight by the CGU has increased. This is due to the successful imbedding of the CIL Neighbourhood Fund and from the implementation of outcomes of the CC Review. The CGU Team with the addition of the Corporate Charity Review Project Officer remains the same. The expansion of the Neighbourhood Fund and oversight of the CC Review has created significant additional workload for the Team to manage.

Community Infrastructure Levy Neighbourhood Fund (CILNF)

12. The CILNF Launched on 1st September 2020. Since opening it has attracted a lot of interest and the CGU deals regularly with enquiries about the fund and what it can support. In August 2021, the neighbourhood portion of the City CIL stood at £5.4 million in available funds.

13. Since the launch of the City CILNF, Members and Officers have worked together to provide £1,743,832 in funding to City communities.

14. The City CILNF is currently processing an application pipeline of £3,240,234 and estimates there could be an additional £500,000 - £1m in potential applications due to be submitted. The CGU is working with CBT colleagues to support in the assessment of grants due to the popularity of the grant programme.

15. Statutory annual reporting for the CILNF is due to be published by December 2021 and a public consultation on the first 18 months of the CIL is due by March 2022.

16. A paper outlining the proposal for the public consultation is going to the Resource Allocation Sub-Committee for decision on 17th September 2021. A verbal update on the outcome of this will be provided at the meeting.

The Corporate Charity Review

17. In 2020 the CGU became directly involved in the CC Review and in implementing outcomes has taken on the grant making and management of the Emanuel Hospital (EH) (206952). The CGU has supported EH to implement new strategic policies and refreshed administration arrangements to support the charity achieving maximum impact from its funds.

18. CC Review proposals for the two education charities¹ that the CGU administers as part of the CGP were submitted to the Community and Children's Services

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

Committee on 11 June 2021 and the Education Board on 1 July 2021 and were approved.

19. The CGU will play a pivotal role in developing policy for and administering the proposed grant programmes with support from the CC Working Group. The proposal will release £4.4M in funding over the next 4 years. The CGU is working with the City of London Education Strategy Team to formulate proposals to be taken to the Education Board for consideration in November 2021.
20. The Corporate Charities Project Officer has joined the CGU team to support with the development of a 'Centre of Excellence' in grant making, charity management and administration. Further information on this ongoing work is provided later in the agenda.

International Disaster Fund

21. The City Corporation holds a contingency fund of £125,000 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. The HCGU has refined the policy for the IDF which was approved at the January meeting of the Finance Committee.
22. Two Donations of £25,000 have been awarded this Financial Year. The first Donation was made to the DEC India Coronavirus Appeal and the second to the British Red Cross to support the Haiti Earthquake Appeal.

General

23. The CGU and the HCGU are now directly responsible to the Philanthropy Director to ensure that the CGU is reflecting the aspirations of the City Corporation's Joint Philanthropy Strategy and role-modelling best practice in grant making across its programmes, advice and support. Ongoing work is planned on how to work collaboratively and in support of other departments to role model best practice.
24. The CGU has been approached to administer other grants (including charitable grants) which are the responsibility of the City Corporation in its various legal capacities, and also to provide grant-making support in respect of grants that do not form part of the CGP. The CGU is seen as a trusted and collaborative team across CoLC.
25. The HCGU continues to be the City Corporation nominated 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.

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'
- Policy and Resources Committee, April 2021, Philanthropy Strategy Implementation and Plan

Jack Joslin
Head of Central Grants Unit
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