

# FINANCE GRANTS OVERSIGHT AND PERFORMANCE SUB COMMITTEE

Tuesday, 19 January 2021

Minutes of the meeting of the Finance Grants Oversight and Performance Sub Committee held on Tuesday, 19 January 2021 on the rising of the Finance Committee (3:50 pm)

## Present

### Members:

Nicholas Bensted-Smith (Chairman)  
Deputy Philip Woodhouse (Deputy Chairman)  
Deputy Roger Chadwick  
Deputy Jamie Ingham Clark  
Jeremy Mayhew  
Ian Seaton

## In Attendance

### Officers:

Chloe Rew	- Town Clerk's Department
Antoinette Duhaney	- Town Clerk's Department
Amelia Ehren	- Town Clerk's Department
Tim Fletcher	- Town Clerk's Department
Jack Joslin	- Town Clerk's Department
James Lee	- Town Clerk's Department
Scott Nixon	- Town Clerk's Department
Julia Pridham	- Town Clerk's Department
Karen Atkinson	- Chamberlain's Department
Emily Rimington	- Comptroller and City Solicitor's Department

## 1. APOLOGIES

Apologies were received from Paul Martinelli.

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

There were none.

## 3. MINUTES

RESOLVED, that – the public minutes and non-public summary of the previous meeting held on 22 September 2020 be agreed as a correct record.

#### 4. **OUTSTANDING ACTIONS**

Members received the Sub-Committee's list of outstanding actions. The following points were noted:

- Terms of Reference: Members were informed prior to the meeting that the term 'Performance' in the Sub-Committee's title referred to the Sub-Committee's responsibility to oversee the performance of the Central Grants Unit and the Central Grants Programme in administering grants across the various programmes (not the performance of the grants themselves, which was the responsibility of the committees that approve the grants);
- CGU Update on the databases: The CGU shares the same grant-making database with City Bridge Trust (CBT) which requires a licence to use the software. Blackbaud GrantMaking (BBGM) is a market leader in grant management software. The procurement for this database system took place in 2018/19 in accordance with City of London procurement processes. An individual licence for the database costs £1500 annually which comes with wrap around technical support. Since the meeting in November, the CGU has rationalised its database needs and reduced the amount of licences required across the team to 2 at a cost of £3000.
- Benefits in Kind update regarding Mansion House and Central Criminal Court: work had been done since the last meeting with Mansion House, Central Criminal Court and City of London Schools regarding completing thorough reports and the importance of providing this data. They were also asked to provide nil returns where applicable to assess the impact of the pandemic on the Benefits in Kind reporting.

#### 5. **WORK PROGRAMME**

Members received the Sub-Committee's work programme. The Chairman noted that the programme was light and requested that the Town Clerk work with officers to update the programme for the remainder of the year.

#### 6. **CENTRAL GRANTS UNIT UPDATE**

Members received a report of the Chief Grants Officer and Director of CBT relative to the Central Grants Unit Update. It was noted that the pandemic had impacted the grants, both in terms of applications received and funds available, as well as having to take into consideration the safety of events. The Head of CGU summarised the various programmes within the CGP and the NCILF Programme Manager provided a verbal update on the Community Infrastructure Levy (CIL), which had progressed well since it launched around the time of the Sub-Committee's previous meeting. The CIL officer panel, which plays a role in the selection process, had been diversified following an equality and diversity exercise. The sum of the CIL funds available was approximately £6.2M, without a time-limit on dispersal.

RESOLVED, that Members –

1. note the CGP and CGU progress report update; and,
2. note the budget reduction to the City's Cash elements of the CGP.

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

There were none.

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

There was no other business.

9. **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.

10. **NON-PUBLIC MINUTES**

**RESOLVED**, that – the non-public minutes of the previous meeting held on 22 September 2020 be agreed as a correct record.

11. **CORPORATE CHARITIES REVIEW**

Members heard an oral update from the Town Clerk relative to the Corporate Charities Review.

**RESOLVED**, that – the update be received.

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

There were none.

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

There was no other business.

**The meeting ended at 4.16 pm**

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Chairman

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