

THE CITY BRIDGE TRUST COMMITTEE

31 October 2012

MINUTES OF THE MEETING OF THE CITY BRIDGE TRUST COMMITTEE HELD AT GUILDHALL, EC2 ON WEDNESDAY, 31 OCTOBER 2012 AT 1:45PM.

Present

Members:

Deputy Billy Dove (Chairman)
Deputy and Sheriff Wendy Mead (Deputy Chairman)
Deputy Ken Ayers, the Chief Commoner
John Bird
Ray Catt
Alderman Alison Gowman
Deputy Revd Stephen Haines
Michael Henderson-Begg
Alderman Peter Hewitt
Jeremy Mayhew
Deputy Joyce Nash
Ian Seaton

Officers:

Greg Moore	- Town Clerk's Department
Paul Nagle	- Chamberlain's Department
Steve Reynolds	- Chamberlain's Department
Jenna Rigley	- Chamberlain's Department
Clare Thomas	- Chief Grants Officer
Sandra Davidson	- The City Bridge Trust
Jenny Field	- The City Bridge Trust
Stewart Goshawk	- The City Bridge Trust
Jemma Grieve Combes	- The City Bridge Trust
John Merivale	- The City Bridge Trust
Joan Millbank	- The City Bridge Trust
Ciaran Rafferty	- The City Bridge Trust
Tim Wilson	- The City Bridge Trust
Sanjay Odedra	- Public Relations Office

Also Present:

Representatives from the following organisations, whom the Chairman welcomed to the meeting, were also present:-

- Chocolate Films (**Annex 2**)
- Bishop Creighton House (**Annex 6**)
- Depaul UK (**Annex 10**)
- Inclusion London (**Annex 13**)

1. APOLOGIES

There were none.

2. DECLARATIONS BY MEMBERS OF PERSONAL OR PREJUDICIAL INTERESTS IN RESPECT OF ITEMS TO BE CONSIDERED AT THIS MEETING

Deputy Revd Stephen Haines declared a personal non-prejudicial interest in respect of the application from the Terrence Higgins Trust (Item 5b, Annex 3) by virtue of being acquainted with the organisation's Deputy Chief Executive.

3. MINUTES

The public minutes and summary of the meeting held on 27 September 2012 were approved.

4. PROGRESS REPORT AND EVENTS

The Committee received the regular progress report of the Chief Grants Officer which highlighted the various activities that were on-going or had recently concluded.

RESOLVED: That the contents of the report be noted.

5a. GRANT APPLICATIONS

The Committee considered a report of the Chief Grants Officer, introducing the grants programmes and stating that a total of sixty-three applications would be dealt with at the meeting, of which two were strategic initiatives, twenty-seven were recommended for grants and twenty-six recommended for rejection, with five having been withdrawn. Three grants were also noted as having been approved under delegated authority.

RESOLVED: That the contents of the report be noted.

5b. GRANT RECOMMENDATIONS AND ASSESSMENTS

The Committee considered a report of the Chief Grants Officer recommending grants to organisations.

During consideration of the applications before the Committee, the following comments were made by Members of the Committee and relevant officers:

- In response to a Member's suggestion at Annex 2 (Chocolate Films Limited), the Grants Officer undertook to discuss with the applicant the possibility of having copies of the films produced placed in to the London Metropolitan Archives.
- With reference to a Member's query at Annex 7 (Clod Ensemble), the Grants Officer clarified that the two previous applications for funding made by the organisation had been rejected as they were for projects which had fallen outside the scope of the Trust's funding guidelines.
- At Annex 8 (CLIC Sargent), a Member queried the large cost of generating funds listed by the organisation. The Grants Officer advised that he had raised this issue with the applicant, who had explained that the organisation had previously been using old-fashioned fund raising methods such as charity dinners which were costly to organise, but that they were transitioning away from this and to more modern fundraising techniques. In addition, some of the

high expenditure was associated with the running of charity shops which, whilst they had substantial overheads, also raised significant monies. The Officer had accordingly been satisfied with the position in this instance.

- In respect of Annex 11 (London Air Ambulance), the Chairman asked if the possibility of having the City of London logo painted on to the Air Ambulance could be explored, in recognition of the support given to the charity by the Corporation in various ways. The Grants Officer undertook to look in to the possibility, but commented that he was aware the helicopter had only recently been re-painted and so there could be a prohibitively high cost associated with any re-spray.
- With regard to Annex 12 (St Giles Trust) it was noted that a satisfactory final report on the current grant had now been received, but that the signed copy of the applicant's latest accounts was yet to be received. The condition on the grant was consequently amended to note that it was subject to the satisfactory receipt of the organisation's latest signed accounts.
- In respect of Annex 14 (Inclusion London), the Chairman advised Members that the grant was dependent upon confirmation of London Councils' renewal of funding for the organisation, as this accounted for a substantial proportion of the applicant's budget.

RESOLVED: That the following grants be approved:-

<u>Annex Number</u>	<u>Organisation (and Borough that Benefits)</u>	<u>Grant Approved</u>
Category: Accessible London – Buildings		
1.	Parish of Christ Church and St John (Lambeth)	£47,100 for work to improve disabled access through the south west door of Christ Church and the installation of a disabled WC on condition that the balance of funding is raised from other sources.
Category: Accessible London – Bridging Communities		
2.	Chocolate Films Limited (London-wide)	£65,000 over three years (£26,000; £26,000; £13,000) towards the costs of a full-time project manager for the "1,000 Londoners" programme.
Category: Improving Londoners' Mental Health		
3.	Terrence Higgins Trust (Several London Boroughs)	£144,000 over three years (£47,000; £48,000; £49,000) for the salaries and operating costs of a Young People's Counselling Service for London.
Category: London's Environment		
4.	Generate Opportunities Ltd (Wandsworth)	£90,000 over three years (£29,000; £30,000; £31,000) for the costs of the "Generate Growth" project. The grant comprises an annual sum for a total of 560 hours per year for two sessional youth

workers plus a maximum of 400 hours per year for the Co-ordinator, all at the rate of £20 per hour.

5. River Thames Boat Project N/A (the application was deferred)

Category: Older Communities

6. Bishop Creighton House (Hammersmith & Fulham) £122,500 over three years (£40,250; £40,750; £41,500) for a full-time Volunteer Co-ordinator plus management and other costs of the Keep Active project.
7. Clod Ensemble (Tower Hamlets, Camden) £30,000 over three years (3 x £10,000) towards the costs of "Extravagant Arts for Mature People" on condition that the balance of funding is raised and receipt of regular updates on the charity's financial situation.

Category: Positive Transitions to Independent Living

8. CLIC Sargent (London-wide) £139,000 over three years (£46,000; £46,000; £47,000) towards the salary and related costs of a Social Worker in each of the Royal Marsden and University College Hospital treatment centres for young people.
9. CLINK Charity (London-wide) £120,000 over three years (3 x £40,000) for a mentoring programme supporting ex-prisoners back in to society and the workplace in the London area.
10. Depaul UK (London-wide) £100,000 over three years (£10,000; £40,000; £50,000) towards the salary and related costs of the London Regional Manager.
11. London Air Ambulance (London-wide) £180,000 over three years (3 x £60,000) for the salary and associated costs of a full-time Patient Liaison Nurse.
12. St Giles Trust (London-wide) £82,000 for a further and final two years (2 x £41,000) for the salary of a full-time Employment Support Worker plus associated costs, subject to satisfactory receipt of the applicant's latest signed accounts.
13. Middlesex Association for the Blind (Several London Boroughs) £64,000 over three years (£22,000; £21,000; £21,000) towards the part-time salary (0.5 FTE) and associated running costs of a project to help those with a recently diagnosed visual impairment secure and/or retain employment.

Category: Strengthening the Third Sector

14. Inclusion London (London-wide) £161,400 over three years (£54,500; £53,300; £53,600) towards the costs of a

- part-time (3dpw) Business and Finance Advisor for deaf and disabled people's organisations in London, together with other project and support costs, subject to confirmation of the renewal of funding from London Councils.
15. Volunteer Centre Greenwich (Greenwich) £162,000 over three years (£55,000; £53,000; £54,000) towards the full-time salary and associated running costs of a project increasing the number and the quality of volunteering placements in the Royal Borough of Greenwich.
16. Greenwich Action for Voluntary Service (Greenwich) £67,500 over two years (£30,000; £37,500) towards a full-time post and associated running costs of a project providing capacity building support to BME organisations in Greenwich.

Category: Strategic Initiative

17. Spice Innovations: Londoner Time Credits (London-wide) £164,500 to continue to develop a new model of volunteering in London, to be costed against the budget for Strategic Initiatives 2012/13.

Category: Growing Localities – Horticultural Work Training

18. Green Corridor (Ealing, Hounslow and Hillingdon) £89,900 over two years (£45,000; £44,900) towards salary and project costs required to provide a horticultural training and education project to 105 young people subject to a balance of funds being secured to ensure project viability.
19. Groundwork London (Several London Boroughs) £90,000 over two years (2 x £45,000) towards the wages of 21 paid horticultural work placements and 4 horticultural apprentices.
20. Harington Scheme (Several London Boroughs) £80,800 over two years (£41,550; £39,250) for the salary and on-costs to provide supported horticultural training for a minimum of 50 young people and adults with learning disabilities.
21. Organiclea (Several London Boroughs) £99,000 over two years (£44,500; £54,500) towards 3 part-time salaries and project running costs to benefit 98 disadvantaged individuals; and the wages of 2 part-time apprentices with on-costs.
22. Otesha Project UK (Several London Boroughs) £80,000 over two years (£50,000; £30,000) towards the salary and project costs of a programme of accredited training for 72 young people, subject to funds being raised in year 2 to ensure the project's viability.

23.	St Mary's Secret Garden (Hackney and neighbouring boroughs)	£91,000 (£46,000; £45,000) over two years towards salary and project costs to deliver horticultural training to 48 young people with learning disabilities and individuals with experience of mental ill health.
24.	St Mungo Community Housing Association (Several London Boroughs)	£99,430 over two years (£49,390; £50,040) to employ a part-time Gardener Trainer and project costs to develop the Putting Down Roots training programme to benefit 40 homeless people.
25.	The Conservation Volunteers (Greenwich)	£95,000 over 17 months (£72,000; £23,000) towards the salary and project costs to provide horticultural work training and business support to 60 young offenders.
26.	Trees for Cities (London-wide)	£100,000 over two (2 x £50,000) towards the salary and project costs to provide work based Level 1 horticultural training for 120 long-term unemployed and socially excluded young adults.
27.	Walworth Garden Farm (Southwark and London- wide)	£62,500 over two years (2 x £31,250) towards salary costs required to deliver horticultural work training opportunities to 60 young people with additional needs in partnership with the Royal Bank of Scotland.
28.	West Ham Park Charitable Trust (Several London Boroughs)	£123,000 over two years (£64,700; £58,300) to provide wages, on-costs and training costs for 8 trainees, 3 of whom will be offered apprenticeships in London parks.

5c. GRANTS RECOMMENDED FOR REJECTION

The Committee considered a report of the Chief Grants Officer recommending twenty-six grant applications in the Working with Londoners programme be rejected for the reasons identified in the schedule attached to the report.

In response to Members' queries surrounding rejected applications, the Chief Grants Officer clarified that there was currently a one year period which had to pass before organisations could submit a new or revised application, and this was made clear at the beginning of the application process. Whilst a change to this could be explored should Members wish, it was cautioned that there could be substantial resource and workload implications in the event of any shortening of the period.

Following a Member's comments about the Trust's position in not being the single largest funder of an organisation, the Chief Grants Officer gave assurances that the wording of this position would be discussed as part of the forthcoming quinquennial review with a view to addressing the issue satisfactorily.

RESOLVED: That the grant applications detailed in the schedule attached to the report be rejected.

6a. WITHDRAWN & LAPSED APPLICATIONS

The Committee received a report of the Chief Grants Officer detailing five applications that had been withdrawn.

RESOLVED: That the contents of the report be noted.

6b. GRANTS APPROVED UNDER DELEGATED AUTHORITY

The Committee received a report of the Chief Grants Officer advising Members of three grants, totalling £46,400, which had been approved under delegated authority since the last meeting of the Committee as follows:

- **QPR in the Community Trust** - £18,000 over three years (£6,300; £5,700; £6000) towards salary costs of the Business Development Manager and Administrator (4 hours per week each), a Multi Sports Coach (1 hour per week) and on-costs of the Extra Time project.
- **Disabled Parents Network (DPN)** - £23,400 over two years (£11,600 and £11,800) towards the costs of a Face-to-Face Support Officer (9 hours per week) plus on costs on condition that the balance of funding is raised from other sources.
- **Association of Chief Executives of Voluntary Organisations** - £5,000 towards the EngagedX pilot on the condition that the balance of funding is raised from other sources.

RESOLVED: That the contents of the report be noted.

6c. REPORTS ON MONITORING VISITS

The Committee received a report of the Chief Grants Officer relative to two visits that had been undertaken.

RESOLVED: That the contents of the report be noted.

7. ALLOCATION FOR STRATEGIC INITIATIVES

The Committee considered a report of the Chief Grants Officer seeking approval to increase the 2012/13 allocation for Strategic Initiatives by £500,000, to be taken from the remaining grants budget of £6,415,445.

It was advised that this was in anticipation of strategic proposals currently being prepared for consideration by the Committee, the total of which would exceed the current allocation for the year. Given that there would one fewer Grants Committee meeting taking place in the 2012/13 financial year, there would consequently be capacity to increase the allocation without detriment to the grant awards scheme.

Reference was made to the list of Strategic Initiative approvals to date, with it noted that the wording suggested that £65,000 had been given to the Lord Mayor's Appeal fund itself, when the grant had in fact been to fund the organisational element of the Appeal. It was subsequently asked that the wording be amended to clarify the position.

RESOLVED: That £500,000 from the grants budget for 2012-13 be allocated to the budget for strategic initiatives to cover the additional costs of initiatives in development.

8. STATISTICAL MONITORING: JULY 2008 – MARCH 2012

The Committee received a report of the Chief Grants Officer providing an analysis of the 1,575 applications that had been dealt with under the Working with Londoners programmes between their launch date in July 2008 and 31st March 2012.

Members noted the positive correlation between the distribution of the Trust's funding and the need associated with various boroughs, and were reassured by the Chief Grants Officer that publicity drives and roadshows were undertaken in those boroughs where there existed a limited third-sector presence so as to try and encourage applications.

RESOLVED: That the contents of the report be noted.

9. QUESTIONS ON MATTERS RELATING TO THE WORKING OF THE COMMITTEE

Publicity of the Trust's Activities

A Member suggested that a review of the arrangements surrounding the media coverage of the Trust's work be undertaken, commenting that more should be done to publicise and capitalise on the enormous volume of good work done. Members echoed the Member's point, venturing that a more comprehensive approach was required to media engagement. The suggestion was made that Officers submit to each meeting a short list of press coverage achieved along with an analysis of the various readerships, plus a forward programme list of events and so forth to help track progress made and publicity achieved. The need for greater engagement with trade magazines and local press was also stressed, with a proactive approach of crucial importance.

The Chief Grants Officer reassured Members that a strategy was in place which could be presented to the next meeting, adding that lots of work was being done, referencing the employment of an external agency to promote the Growing Localities programme and the positive results achieved, but noted that the appetite for positive stories in the media was not always as high as could be hoped for, so there were of course limitations to what could be done on occasion.

The Senior Media Officer gave assurances that the Public Relations Office was committed to securing the best quality and quantity of media coverage for the City Bridge Trust Committee and was working hard to proactively communicate the Trust's 'good news' stories both internally and externally. He provided a

short summary of coverage of the Trust's work achieved within the past week, referencing stories on BBC London radio and in the Guardian, Financial Times, Evening Standard, and City AM newspapers. Of course, there were always improvements that could be made and the Officer was thankful to Members for their comments, undertaking to take on board suggestions and agreeing to bring a plan to a future meeting of the Committee incorporating the concerns raised.

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

There were no urgent items.

11. EXCLUSION OF THE PUBLIC

RESOLVED: - That under Section 100 A (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 I of Schedule 12A of the Local Government Act as follows:-

Item No	Exempt Paragraphs
12 - 13	3

12. NON-PUBLIC MINUTES

The non-public minutes of the meeting held on 27 September 2012 were approved.

13. INTERNAL AUDIT REVIEW

The Committee received a joint report of the Chamberlain and Chief Grants Officer setting out the findings of an internal audit review undertaken investigating the effectiveness and appropriateness of pre-grant due diligence and grant monitoring procedures used by the City Bridge Trust.

14. QUESTIONS RELATING TO THE WORK OF THE COMMITTEE

There were no questions.

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

There were no urgent items.

The meeting closed at 3.00pm

CHAIRMAN

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