

Committee(s): Policy and Resources Committee	Dated: 18 th November 2021
Subject: Policy and Resources Contingency/Discretionary Funds	For information
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	All
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	£0
What is the source of Funding?	Public
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Chamberlain	
Report author: Laura Tuckey - Chamberlain	

Summary

This report provides the schedule of projects and activities which have received funding from the Policy Initiatives Fund (PIF), the Policy and Resources Committee's Contingency Fund, Committee's Project Reserve and COVID19 Contingency Fund for 2021/22 and future years with details of expenditure in 2021/22. The balances remaining for these Funds for 2021/22 and beyond are shown in the Table below. There are no new bids reported in this report since the last update.

Fund	2021/22 Balance Remaining after Approved Bids £	2022/23 Balance Remaining after Approved Bids £	2023/24 Balance Remaining after Approved Bids £	2024/25 Balance Remaining after Approved Bids £
Policy Initiative Fund	447,307	687,000	717,000	1,200,000
Policy and Resources Contingency	210,719	285,000	285,000	285,000
Policy & Resources Project Reserve	343,000	0	0	0
COVID19 Contingency	1,002,546	0	0	0

Recommendation(s)

Members are asked to:

- Note the report and contents of the schedules.

Main Report

Background

1. The purpose of the Policy Initiatives Fund (PIF) is to allow the Committee to respond swiftly and effectively with funding for projects and initiatives identified during the year which support the City Corporation's overall aims and objectives.
2. The current process for identifying which items should sit within the PIF are if they fall under the below criteria:
 - Items that relate to a specific initiative i.e. research.
 - Sponsorship/funding for bodies which have initiatives that support the City's overall objectives; and
 - Membership of high-profile national think tanks.
3. To restrict the depletion of funds in future years, a two-year time limit is in place on multiyear PIF bids, with three years being an option by exception. To ensure prioritisation within the multiyear bids, the PIF from the financial year 2019/20 and onwards has £600k of its total budget put aside for multiyear bids with the rest set aside (£650k) for one off allocations, with the option to 'top up' the multiyear allocation from the balance if members agree to do so. This will ensure that there should always be enough in the PIF to fund emerging one-off opportunities as they come up.
4. PIF bids need to include a measurable success/benefits criterion in the report so that the successful bids can then be reviewed to see what the outcomes are and if the works/activities meet the objectives of the PIF. These measures will be used to review PIF bids on a six-monthly basis. This review will aide members in evaluating the effectiveness/benefits of PIF bids supported works/activities which can be taken into consideration when approving similar works/activities in the future.
5. When a PIF bid has been approved there should be a reasonable amount of progress/spend on the works/activities within 18 months of approval which allows for slippage and delays. If there has not been enough spend/activity within this timeframe, members will be asked to approve that the remaining allocation be returned to the Fund where it can be utilised for other works/activities. If the Department requires funding for the same works/activities again at a later date, it is suggested that they re-bid for the funding. If there is a legitimate reason, out of the Department's control, which has caused delays, it is recommended that these are reviewed by Committee as needed.
6. The Committee Contingency Fund is used to fund unforeseen items of expenditure when no specific provision exists within the Policy Committee's budget such as hosting one-off events.
7. The Committee's Project Reserve is a limited reserve which has been established from funds moved from the Projects Sub Committee Contingency Fund as approved in May 2019's Policy and Resources Committee. The initial amount transferred to this reserve totalled £450,000 from the Project Sub Committee, this

is not an annual Contingency but a one-off sum. It is suggested that this reserve is used for project type spend.

- The COVID19 Contingency Fund is a time limited fund established to meet any unforeseen items of expenditure due to the COVID19 virus such as; to enact contingency planning arrangements, support unforeseen expenditure required to support service community which cannot be met from local budgets and to support/implement guidance issued by the government where there is no other compensating source of funding. The Town Clerk and Chamberlain have delegated authority to approve bids to this fund that are under £250,000.

Current Position

- Appendices 1 to 3 list committed projects and activities approved by this Committee for the current and future financial years with the remaining balances available for the PIF (Appendix 1), your Committee's Contingency (Appendix 2), and the Policy & Resources Project Reserve (Appendix 3). Bids against the COVID19 Contingency Fund (Appendix 4) has either been approved by the Town Clerk and Chamberlain under delegated authority or by this Committee.
- The balances that are currently available in the Policy Initiatives Fund, Committee Contingency Fund, Committee's Project Reserve and COVID Contingency for 2021/22 are shown in the Table below.

Fund	2021/22 Opening Balance £	2021/22 Approved Bids £	2021/22 Balance Remaining after 2021/22 Approved Bids £	2021/22 Pending Bids £	2021/22 Balance Remaining after 2021/22 Pending Bids £
Policy Initiative Fund	2,004,555	(1,557,248)	447,307	0	447,307
Policy and Resources Contingency	684,214	(473,495)	210,719	0	210,719
Policy and Resources Project Reserve	353,578	(10,578)	343,000	0	343,000
COVID19 Contingency	1,579,546	(577,000)	1,002,546	0	1,002,546

- The remaining multiyear allocation is shown in the Table below with details, as shown in Appendix 1, prior to any allowances being made for any other proposals on today's agenda.

	2021/22	2022/23	2023/24
Balance remaining of Multiyear PIF allocation	£0	£87,000	£117,000

Corporate & Strategic Implications

4. Strategic implications – Although each PIF application has to be judged on its merits, it can be assumed that they may be helping towards contributing to a flourishing society, supporting a thriving economy and shaping outstanding environments as per the corporate plan.
5. Financial implications – Each PIF application should be approved on a case by case basis and Departments should look to local budgets first before seeking PIF approval, with PIF requests only being submitted if there is no funding within local budgets available
6. Resource implications – None
7. Legal implications – None
8. Risk implications – None
9. Equalities implications – None
10. Climate implications – None
11. Security implications – None

Appendices

- Appendix 1 – PIF 2021/22 and Future Years
- Appendix 2 – P&R Contingency 2021/22 and Future Years
- Appendix 3 – P&R Project Reserve 2021/22
- Appendix 4 – COVID19 Contingency 2021/22

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Appendix 2

Policy and Resources Committee - Contingency 2021/22 to 2023/24

Budget	2021/22		2022/23	2023/24	2024/25
Initial Budget	£ 300,000		£ 300,000	£ 300,000	£ 300,000
Uncommitted balance brought forward from 2020/21	£ 719		£ -	£ -	£ -
Unspent balances deferred from 2020/21	£ 383,495		£ -	£ -	£ -
Unspent balances in 2020/21 returned to Fund	£ -		£ -	£ -	£ -
Revised Budget	£ 684,214		£ 300,000	£ 300,000	£ 300,000

Date	Name	2021/22 Bid	2021/22 Actual	2022/23 Bid	2023/24 Bid	2023/24 Bid
08/05/2014	City of London Scholarship - Anglo-Irish Literature	£ 19,850	£ -	£ -	£ -	£ -
17/11/2016	Police Arboretum Memorial Fundraising Dinner	£ 30,000	£ -	£ -	£ -	£ -
20/02/2020	Common Council Elections in March 2021 - funding a high-profile advertising campaign	£ 126,645	£ 41,877	£ -	£ -	£ -
19/11/2020	Census 2021	£ 18,000	£ -	£ -	£ -	£ -
10/12/2020	Electoral Registration Campaign Manager	£ 150,000	£ 78,904	£ -	£ -	£ -
Urgency	Smithfield Negotiations - Mediation Fees	£ 57,000	£ -	£ -	£ -	£ -
Urgency	Lord Mayor's Show Arrangements	£ -	£ -	£ 15,000	£ 15,000	£ 15,000
14/10/2021	Election Engagement Campaign	£ 72,000				
	Total Allocations	£ 473,495	£ 120,781	£ 15,000	£ 15,000	£ 15,000
	Balance Remaining	£ 210,719		£ 285,000	£ 285,000	£ 285,000

Bids for Committee's Approval: **18 November 2021**

-	-	-	-	-
-	-	-	-	-
Total Balance if pending bids are approved	£ 210,719	£ 285,000	£ 285,000	£ 285,000

Policy and Resources Committee Project Reserve: 2021/22

Budget	2021/22
Initial Budget	£ 450,000
Less: 2019/20 spend	-£ 30,000
Less: 2020/21 spend	-£ 66,422
Revised Budget	£ 353,578

Date	Name	2021/22 Bid	2021/22 Actual
30/07/2020	Project Management Academy	£ 10,578	£ -
	Total Allocations	£ 10,578	£ -
	Balance Remaining	£ 343,000	

Bids for Committee's Approval: **18 November 2021**

-	-
-	-
Total Balance if pending bids are approved	£ 343,000

Appendix 4

Policy & Resources Committee - COVID Contingency 2020/21 - 2021/22

Budget	2020/21	2021/22
Initial Budget	£ 1,500,000	
Funding moved from Brexit funding - City Fund	£ 239,270	
Funding moved from Brexit Funding - City's Cash	£ 413,276	
Uncommitted funding carried forward from 2020/21 - City Fund		£ 85,000
Uncommitted funding carried forward from 2020/21 - City's Cash		£ 394,546
Additional allocation ringfenced for GSMD subject to CCC approval		£ 600,000
Funding transferred from PIF & Finance Contingency		£ 500,000
Revised Budget	£ 2,152,546	£ 1,579,546

Date	Name	2020/21 Bids	2021/22 Bids
03/04/2020	SMTA Rates Bill	£ 67,000	
21/04/2020	COLPAI - CCTV	£ 41,000	
17/04/2020	Support the Mortality Management Group	£ 27,000	
24/04/2020	Direct Access Server Replacement + Additional Server	£ 37,000	
06/05/2020	PPE Purchasing	£ 4,000	
11/05/2020	CoLP IT Resilience	£ 263,000	
28/05/2020	Open Spaces PPE and HSE	£ 65,000	
09/06/2020	Using Public Transport and Social Distancing - Face Coverings	£ 25,000	
24/06/2020	CoLIT - Remote Working upgrades and expenses	£ 81,000	
09/07/2020	City of London Academies Trust Funding Request for Summer Provision 2020/21	£ 70,000	
08/07/2020	Everyone In - Rough Sleeping Response	£ 261,000	
27/07/2020	Brakespear Mortuary	£ 32,000	£ 12,000
05/10/2020	Public Health Communications Officer	£ 50,000	
19/11/2020	Communications with Residents	£ 28,000	
10/12/2020	Dedicated City Corporation News Hub on City AM	£ 45,000	
21/12/2020	Dedicated strategic support on social care to the Chief Executive of Ealing	£ 9,000	
22/01/2021	Letter drops to City residents	£ 24,000	
10/02/2021	Public Health Communications Officer extended		£ 40,000
18/03/2021	Dedicated City Corporation News Hub on City AM		£ 45,000
11/03/2021	Recovery Promotional Campaign		£ 250,000
19/03/2021	Covering the cost of Hands-Face-Space COVID19 Campaign Materials	£ 13,000	
26/03/2021	Contributions towards Pan London Mortality Wace 1 Costs	£ 16,000	
31/03/2021	Mental Health & Well Being support to Academies	£ 320,000	
31/03/2021	Laptops required for new starters and replacing broken devices	£ 195,000	
13/04/2021	Temporary Communication sLead		£ 40,000
13/04/2021	Letter drops to Residents: May & June		£ 16,000
08/06/2021	Committee Meeting Live Streaming		£ 68,000
01/07/2021	Return to work costs		£ 14,000
07/07/2021	Mailing to city residents		£ 8,000
05/08/2021	Public Health Comms Officer		£ 40,000
19/08/2021	Phone licences		£ 6,000
20/09/2021	IT costs for home working		£ 38,000
	Total Allocations	£ 1,673,000	£ 577,000
	Non ringfenced balance (City's Cash)		£ 402,546
	Non ringfenced balance (City Fund)		£ -
	GSMD ringfenced balance (City's Cash)		£ 600,000
	Total Balance Remaining		£ 1,002,546

Bids pending Town Clerks Approval: **18 November 2021**

Total Balance if pending bids are approved

£ 1,002,546