

## **Appendix 1: Benefits in Kind Policy:**

### **Purpose**

The City of London has a strong and longstanding history of granting Benefits in Kind (BIK) as part of its philanthropy, sharing its time, assets and skills with organisations for the good of the City and the communities it serves.

When considering whether to provide a BIK, it is required that all Departments and Institutions can justify the award, ensure that it is in line with this policy and is aligned with Corporate or Institutional Policy.

### **Definition**

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

### **Governance**

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), 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 pro-bono support from staff 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. Staff Volunteering through the LEAP programme will be collected separately by the Corporate Volunteering Manager and reported through the Volunteering Strategy.

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).

#### **Departmental/ Institutional Mandatory Process:**

- BIK must be reviewed by Departments/ Institutions, as part of the annual Budgeting process.
- Each Department/ Institution's Senior Leadership Team (SLT) must review the full list of Departmental BIKs on a quarterly basis, including reporting to the responsible service Committee where applicable.
- Each Department must nominate members of their team to be responsible for the ongoing management of its BIK and provide names of these individuals to the Central Grants Unit.
- Chief Officers must provide a schedule of their BIK on an annual basis to the Executive Leadership Board (ELB) for peer review at ELB meetings. This is to ensure that BIK are being implemented in the spirit of the policy.
- BIK must be discussed by Department/ Institutions' SLTs as part of year end process, to ensure the list of BIK is up to date, accurate and that all BIK have been reviewed and are still relevant.
- In year BIK will be reported on a Bi-Annual to the Resource Allocation Sub-Committee for oversight and scrutiny.
- All departments are required to maintain a rolling register of BIK, ~~in a standard format rather than relying on end of year data capture.~~ Every BIK approved will need to be submitted to the CFCMT through an online form. These will be fed into the CFCMT who will maintain a central, transparent register.

- All BIK to be reported to the **Policy and Resources Committee**, annually in the Autumn. A standardised template will be provided to all department for completion throughout the year.

#### **Role of the Central Funding and Charity Management Team:**

- The CFCMT will provide training, support and advice to Departments/ Institutions on BIK decision-making and reporting.
- **The CFCMT will retain a central data management system of all BIK. Departments will be required to upload BIK decisions throughout the year.**
- The CFCMT will continue to collate BIK reporting across all Corporate Departments and Institutions and report annually to the Policy and **Resources Committee in the Autumn.**
- The CFCMT will ensure that all individuals nominated to manage a Department's BIK are aware of the BIK policy and process.
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