

# Grants Committee AGM

## Operation of the Grants Committee 2016/17

Item no: 10

**Report by:** Simon Courage      **Job title:** Head of Grants & Community Services

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**Summary**      This report informs Members of the Terms of Reference for the Grants Committee and the dates set for meetings for the municipal year 2016/17.

It also proposes the Terms of Reference to be adopted for the Grants Executive.

**Recommendations**      The Committee is recommended to:

- Note the Terms of Reference for the Grants Committee;
- Note the programme of meetings;
- Agree Terms of Reference for the Grants Executive.

## **Operation of the Grants Committee 2016/17**

1. The Grants Committee has been established further to the London Grants Scheme (made under section 48 of the Local Government Act 1985 and the London Councils Governing Agreement, as amended).
2. In summary the Grants Committee's Terms of Reference as provided in that Scheme are:
  - To ensure the proper operation of the Grants Scheme for the making of grants to eligible voluntary organisations in Greater London;
  - To have due regard to the needs of Greater London in operating the Scheme and to keep those needs periodically under review;
  - To make recommendations to Leaders' Committee on overall policies, strategy and priorities;
  - To make recommendations to Leaders' Committee, and the constituent authorities, on the annual budget for the Grants Scheme;
  - To consider grant applications and make grants to eligible voluntary organisations; and
  - To establish any sub-committees and other groups of Members it considers appropriate.
3. The Scheme requires that London Councils Officers will:
  - a. Keep under review the needs of Greater London and report to the Grants Committee and Leaders' Committee from time to time on a strategy for collective grant giving devised with due regard to those needs;
  - b. Draw up and submit for consideration and approval by the Grants Committee detailed criteria and policies for grant giving in the light of the agreed strategy;
  - c. Prepare and submit an annual budget for consideration by the Grants Committee and Leaders Committee by the end of November each year for the financial year commencing the following April. This budget shall include the costs of staffing, office and support services considered necessary to facilitate the effective and efficient operation of the Scheme, as well as expenditure proposals for grant aid to eligible voluntary organisations, and any contingency provision;
  - d. Receive, assess and process grant applications from eligible voluntary organisations and report on them and make recommendations to the Grants Committee and/or any sub-committees it may establish;

- e. Administer the payment of approved grants to eligible voluntary organisations and monitor the use made of such funding;
- f. Convene and service meetings of the Grants Committee, its sub-committees and any other bodies established by it.

### **Commissioning Monitoring Arrangements**

- 4. Members are asked to note that the monitoring arrangements for the current commissions being funded under the Scheme were agreed at the 20 February 2013 Grants Committee: [Commissioning Monitoring Arrangements](#)
- 5. Members are encouraged, as part of the arrangements, to visit providers. Visits can be arranged through the grants team. The Chair of the Grants Committee will be making a number of scheduled visits in each two year period. Members are welcome to attend these visits.

### **Programme of Meetings: 2016/17**

- 6. The programme of London Councils Grants Committee meetings for the coming year is set out below.

<b>Grants Main Meeting</b>		
<b>Date</b>	<b>Time</b>	<b>Main Business</b>
23 November 2016	11.00 am	
15 February 2017	11.00 am	
12 July 2017 (AGM)	11.00am	AGM
<b>Grants Executive</b>		
<b>Date</b>	<b>Time</b>	<b>Main Business</b>
13 September 2016	2:00 pm	Grants Executive
7 June 2017	2:00 pm	Grants Executive

### **Sub-Committees**

#### **The Grants Executive**

- 7. The Grants Committee is empowered to establish sub-committees to ensure that its business is efficiently and effectively conducted. The Grants Executive is one such sub-committee and its Terms of Reference would benefit from review. The Grants Executive has previously met to consider and take decisions on urgent matters between meetings of the Grants Committee or on decisions that the Grants Committee delegates to it from time to time. The Committee has already elected the Grants Executive members at item 6 on this agenda. (London Councils

Standing Orders also provide for an urgency process for officers to take decisions in the absence of a decision-making-meeting of Members.)

8. Having regard to the relevant infrequency of meetings of the Grants Committee, and in the interests of good governance as noted above, Members may constitute a decision-making sub-committee such as the Grants Executive to facilitate the efficient and effective conduct of business by Members between meetings of the full Committee. The Terms of Reference of any sub-committee of the Grants Committee should be approved at the AGM (as provided under the Scheme and Standing Order 1.8(vi)). Those Terms of Reference should clearly set out the powers and functions being exercised and be clear whether the sub-committee has authority to take decisions which are required to be taken between meetings of the Grants Committee, or whether it can only make recommendations to the Grants Committee.
9. The proposed Terms of Reference for the Grants Executive are:

*The sub-committee shall have delegated authority to exercise all of the executive functions of the Grants Committee (including the power to take decisions) with the exception of the following:*

- *Election of committee officers;*
- *Election of members of the sub-committee;*
- *Agreement of the budget;*
- *Agreement of the work programme.*

**Recommendations:** The Committee is recommended to:

- Note the Terms of Reference of Grants Committee;
- Note the programme of meetings;
- Agree Terms of Reference for the Grants Executive.

### **Financial Implications**

There are no direct financial implications.

### **Equalities Considerations**

There are no direct equalities considerations.

### **Legal Implications**

The London Councils Grants Scheme is funded and governed by the constituent councils, being the 32 London Boroughs and the City of London Corporation. Leaders' Committee sets the overall

funding strategies, policies and priorities for grants to voluntary organisations on the recommendation of the Grants Committee. Decisions on individual commissions, funding of applications and operation are made by the Grants Committee.

There are no direct legal implications although the delegation of the exercise of functions by the Grants Committee to its sub-committee(s) should be consistent with the functions that the Grants ' Committee may exercise under the Grants Scheme 2001 (as amended) (and the terms of that Scheme), and should be clear to ensure that decisions by the sub-committee(s) are made with appropriate authority.

**Background Documents:**

- London Councils Governing Agreement (as amended)
- Grants Scheme
- London Councils Standing Orders