

Grants Committee AGM

Operation of the Grants Committee 2017/18

Item no: 10

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Date: 12 July 2017
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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 2017/18.

It also proposes the Terms of Reference to be adopted for the Grants Executive and the Grants Sub-Committee: Third Sector Leadership.

Recommendations

The Committee is recommended to:

- Note the Terms of Reference for the Grants Committee
- Note the programme of meetings
- Agree the Terms of Reference for the Grants Executive
- Agree the Terms of Reference for the Grants Sub-Committee: Third Sector Leadership.

Operation of the Grants Committee 2017/18

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 Performance Management

- 4. Members are asked to note that the performance management arrangements for the current commissions being funded under the Scheme were agreed at the 8 February 2017 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: 2017/18

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

Grants Main Meeting		
Date	Time	Main Business
22 November 2017	11:00	
21 March 2018	11:00	
11 July 2018	11:00	AGM
Grants Executive		
Date	Time	Main Business
12 September 2017	2:00 pm	Grants Executive
27 February 2018	2:00 pm	Grants Executive

Sub-Committees

The Grants Executive and Grants Sub-Committee: Third Sector Leadership

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. Grants Committee is scheduled to meet three times a year, 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 included at Appendix 1.
10. During the London Councils Grants Review (July 2015 to March 2016) views were raised that a priority solely focused on capacity building in the third sector should not form part of the next Grants Programme (2017 to 2021). The Grants Review concluded that there was merit in pan-London support to build the third sector and a view that London Councils could continue to play an important role through its strategic leadership. Subsequently Grants Committee agreed that officers develop a proposal to work with City Bridge Trust on the implementation of the review into infrastructure support to voluntary and community organisations in London (being undertaken by London Funders).
11. On 8 February 2017, members of the Grants Committee considered a report on London Councils' role in terms of Leadership in the Third sector and agreed that a member level sub-committee would be established to advise on work in this area.

12. The proposed Terms of Reference for the Grants Sub-Committee: Third Sector Leadership are included at Appendix 2. There is agreement that, where appropriate, other members of the Grants Committee will be engaged appropriately.

Recommendations: The Committee is recommended to:

- Note the Terms of Reference for the Grants Committee
 - Note the programme of meetings
 - Agree the Terms of Reference for the Grants Executive
 - Agree the Terms of Reference for the Grants Sub-Committee: Third Sector Leadership.
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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

The Grants Executive – Terms of Reference

Purpose

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.

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.

The aim of the Grants Executive is to allow greater scrutiny of the current grants programme by a smaller group of members appointed by the Grants Committee, to provide comfort to the overall Grants Committee members where the amount of business does not permit this level of detailed discussion. This function also aims to minimise the total amount of detailed reporting reported to Grants Committee.

The Grants Executive will:

- Closely monitor the progress of the current grants scheme by reference to:
 - Financial and budgetary information
 - Progress of the programme via regular performance reporting
- Recommend to Grants Committee any changes to the present grants programme to maintain the overall integrity of the scheme objectives
- Review criteria and policies for grant giving in line with agreed strategy for approval by the Grants Committee
- Consider grants scheme thematic priority reports to allow members to more closely scrutinise grants priorities.

The Grants Sub-Committee: Third Sector Leadership - Terms of Reference

1 Background

- 1.1 During the London Councils Grants Review (July 2015-March 2016) views were raised that a priority solely focused on capacity building in the third sector should not form part of the next Grants Programme (2017 to 2021). The Grants Review concluded that there was merit in pan-London support to build the third sector and a view that London Councils could continue to play an important role through its strategic leadership. Subsequently Grants Committee agreed that officers develop a proposal to work with City Bridge Trust on the implementation of the review into infrastructure support to voluntary and community organisations in London (being undertaken by London Funders).
- 1.2 This was reported to Grants Committee in July 2016, where members agreed to work with City Bridge on implementing the findings of the review - *The Way Ahead: Civil Society at the Heart of London*. Members agreed the budgetary provision for London Councils to undertake this work on behalf of the Grants Committee and the detailed work plan at the November 2016 meeting of the Grants Committee. Members also asked officers to consider the governance arrangements for taking this work forward. On 8 February 2017, members of the Grants Committee considered a report on London Councils role in terms of Leadership in the Third sector and agreed that a member level working group would be established to advise on work in this area.

2 Membership

- 2.1 The Sub-Committee membership will have the following composition (based on current membership of the Grants Committee 2017-18):
- Chair of the Grants Committee (or Labour Vice Chair)
 - Six members from the Labour group
 - Three members from the Conservative group
 - One member from the Liberal Democrat group
 - The Grants Committee representative from City of London
- 2.2 Representatives from City Bridge Trust, London Funders and other stakeholders may be invited to attend meetings in an advisory capacity.
- 2.3 The quorum shall be one third of, or the number nearest to one third, but not less than three Members entitled to be present at Grants Committee, and any associated joint committees, sectoral joint committees or sub committees of London Councils.

3 Role and Purpose

3.1 The Grants Sub-Committee: Third Sector Leadership, will act in an advisory capacity to the Grants Committee, and will steer the strategic working partnership between London Councils, the City Bridge Trust, and other key stakeholders.

3.2 The remit of the Sub-committee will be to support the Grants Committee and Leaders' Committee in ensuring the proper operation of the Grants Scheme by representing borough interests through:

- guiding the London local government leadership role in the third sector
- influencing the allocation of funding from independent funders for third sector support services, reflecting on local knowledge and strategic issues
- advising on the implementation of the recommendations from *The Way Ahead - Civil Society at the Heart of London* report
- sharing best practice and support to London boroughs in working with the third sector
- steering the borough grants officer sub-group (the officer group set up to steer and inform the delivery of the work plan and provide local government leadership relating to civil society support services and needs on behalf of the boroughs, representing their coordinated voice).

4 Timings of Meetings

4.1 The first meeting will take place July 2017. Members will discuss the desired frequency of meetings at their initial meeting. The Sub-Committee will follow the workplan agreed by members of the Grants Committee at their meeting November 2016 which currently sets out outcomes for 12 months with a review towards the end of that period.

5 Secretariat

5.1 The Employment and Inclusion Team and London Councils officers will provide appropriate secretariat support to the group in the usual way for London Councils Committees, including:

- drawing up and submitting to Grants Committee for consideration a work plan (approved by Grants Committee at its meeting of November 2016) consistent with the Sub-committee's terms of reference
- keeping under review the work plan and reporting to the Grants Sub-Committee: Third Sector Leadership, Grants Committee and Leaders' Committee (as relevant) from time to time on progress
- convening and servicing meetings of the Grants Sub-Committee: Third Sector Leadership
- providing a link to the borough officers sub-group.