

# Grants Committee (AGM)

## Operation of the Grants Committee 2018/19

Item: 10

**Report by:** Yolande Burgess      **Job title:** Strategy Director  
**Date:** 11 July 2018  
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**Summary**      This report informs Members of the Terms of Reference for the Grants Committee and Grants Executive, and dates set for meetings for the municipal year 2018/19.

**Recommendations**      The Committee is recommended to:

- Note the Terms of Reference for the Grants Committee (paragraph 1.2) and Grants Executive (Appendix 1).
- Note the programme of meetings (paragraph 3.1)



## **1 Operation of the Grants Committee 2018/19**

- 1.1 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).
- 1.2 In summary the Grants Committee's Terms of Reference as provided in that Scheme are:
  - 1.2.1 to ensure the proper operation of the Grants Scheme for the making of grants to eligible voluntary organisations in Greater London;
  - 1.2.2 to have due regard to the needs of Greater London in operating the Scheme and to keep those needs periodically under review;
  - 1.2.3 to make recommendations to Leaders' Committee on overall policies, strategy and priorities;
  - 1.2.4 to make recommendations to Leaders' Committee, and the constituent authorities, on the annual budget for the Grants Scheme;
  - 1.2.5 to consider grant applications and make grants to eligible voluntary organisations;
  - 1.2.6 to establish any sub-committees and other groups of Members it considers appropriate.
- 1.3 The Scheme requires that London Councils Officers will:
  - 1.3.1 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;
  - 1.3.2 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;
  - 1.3.3 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;

1.3.4 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;

1.3.5 administer the payment of approved grants to eligible voluntary organisations and monitor the use made of such funding;

1.3.6 convene and service meetings of the Grants Committee, its sub-committees and any other bodies established by it.

## **2 Commissioning Performance Management**

2.1 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.

2.2 The Chair of the Grants Committee is keen to maximise the contribution of committee members through engagement with projects. This can be achieved through:

2.2.1 a tour of a selection of specialist services across London Councils

2.2.2 regularly scheduled visits throughout the year

2.2.3 a 'provider fair' scheduled alongside a main Committee meeting.

2.3 The Chair would welcome committee member's thoughts on how best to achieve strong and regular engagement with Grant funded projects.

## **3 Programme of Meetings: 2018/19**

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

<b>Grants Main Meeting</b>	<b>Time (Pre-meetings 10:00)</b>
11 July 2018 (AGM)	11:00
21 November 2018	11:00
20 March 2019	11:00
10 July 2019 (AGM)	11:00
13 November 2019	11:00

<b>Grants Executive</b>	<b>Time</b>
18 September 2018	14:00
7 February 2019	14:00
17 September 2019	14:00

## **4 Recommendations**

4.1 The Committee is recommended to:

4.1.1 Note the Terms of Reference for the Grants Committee (paragraph 1.2) and Grants Executive (Appendix 1).

4.1.2 Note the programme of meetings (paragraph 3.1)

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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

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## 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.