

TUESDAY 11 DECEMBER 2018

TO BE TABLED

1. URGENT LATE ITEM – PROPOSED GRANTS SUB-COMMITTEE

His Worship to move THAT pursuant to Section 46 (a)(7) of the Local Government Official Information and Meetings Act 1987, the Gore District Council HEREBY RESOLVES to address the following which requires urgent attention.

Subject

Consideration of the establishment of a Grants Sub-Committee.

Reason for not being on agenda

Issue was brought to the Council's attention after the agenda had been published.

Reason for urgency

To ensure that a Grants Sub-Committee can be established prior to the end of the 2018 Council business year.

ESTABLISHMENT OF A GRANTS SUB-COMMITTEE

(Memo from Chief Executive - 07.12.18)

As councillors will be aware, at an Annual Plan Workshop held on 4 December 2018, particular attention was afforded to the schedule of annual grants that the Council makes to a range of community organisations. In perusing the schedule of grants, discussion centred around accountability processes and ensuring that the grants are regularly reviewed and confirmed as being still fit for purpose.

It was acknowledged at the workshop that focus in this area, both from a governance and managerial perspective is not as strong as it should be. As a consequence grants tend to roll over year by year without considering in a number of cases whether the need is still relevant, whether the funds have been appropriately expended and whether the quantum is still relevant in today's terms.

My suggestion of a Grants Subcommittee appeared to find favour at the workshop. An urgent report to the full Council was therefore requested in order that the proposed subcommittee could be established and operational by early in the New Year. The intention of the subcommittee is that it meet all grant recipients on an annual basis and review the way in which the grant has been expended. This along with an assessment of need, based on the aims and objectives of the receiving organisation, would assist in forming a view on the continuance of the arrangement in the forthcoming year.

- ✉ Enclosed please find a Draft Terms of Reference which hopefully encapsulates some of the content of the discussion held on 4 December 2018. Included in the draft Terms

of Reference is a role for the new subcommittee to be first port of call for any new funding request that may be received by the Council. It is hoped that this new role will prevent what I would describe as “smash and grab” presentations at Annual Plan or Long Term Plan hearings where councillors are under considerable pressure to make a prompt decision. The intention of the new Grants Subcommittee is that it is a “gatekeeper” on behalf of the Council to ensure that the requisite amount of rigour is applied to each application.

Councillors with inquisitive minds are encouraged to apply!

RECOMMENDATION

THAT the Council approve the establishment of a Grants Subcommittee and the attached Terms of Reference for that Subcommittee.

DRAFT TERMS OF REFERENCE

Name of Committee:	Grants Subcommittee
Reporting to:	Finance and Policy Committee
Constitution:	Five councillors to be appointed by the full Council
Chair:	To be appointed by the Mayor
Meeting frequency:	Quarterly
Reporting frequency:	Six-monthly
Quorum:	Two members

Objective

To be the principal liaison point for the Council in ensuring appropriate levels of accountability and monitoring are in place for organisations which are recipients of Council grants.

Scope of activity

1. To obtain and consider an annual accountability report from each organisation that receives an annual grant from the Gore District Council.
2. To conduct an annual interview with each grant recipient for the purposes of:
 - (a) ensuring that the grant advanced was used for the purpose intended;
 - (b) ascertaining whether the amount of the grant is still required or whether it should be reviewed, and
 - (c) learning about the achievements of the grant recipient and the aims and objectives for the forthcoming year.
3. To be the first “port of call” for each new funding request received by the Council. In fulfilling this particular function it is envisaged that the Subcommittee will:
 - (a) ensure any application is completed on the prescribed form contained within the Council’s Community Grants Policy;
 - (b) assess the merits of the funding request and obtain any further information from the applicant that may be considered necessary;
 - (c) if necessary meet with the applicant, and
 - (d) make a recommendation to either the Finance and Policy Committee or the full Council on whether the application should be approved or declined.

Power to act

The Subcommittee only has the power to recommend to either the Finance and Policy Committee or direct to full Council.

Delegation

The Committee has no powers of delegation.